

JOB DESCRIPTION – ASSISTANT MANAGER

About SBI Gram Seva

“SBI Gram Seva” is a flagship program of SBI Foundation, which aims for holistic and sustainable rural development. Launched in August 2017, SBI Gram Seva has been quietly transforming adopted villages through integrated development approach, strategically including all major areas of rural development – Education, Healthcare, Sanitation, Women Empowerment, Infrastructure, Digitization, Skill development & Livelihood, Govt. Convergence and Environment.

In the first phase, SBI Gram Seva has been implemented in 50 villages in partnership with Grassroots NGO partners from Assam, Bihar, Jharkhand, Maharashtra, Uttar Pradesh and Uttarakhand. Over the last two years, SBI Foundation has been able to make commendable impact in the adopted villages, besides bringing community participation into the fore.

Going into the final year of implementation for the first phase of SBI Gram Seva, SBI Foundation is strengthening Program Team to intensify efforts, to have further impact on the community. This year we will be also expanding the Program and reaching out to new geographies. In this context, SBI Foundation is hiring Assistant Managers for SBI Gram Seva program.

Vacancies : 02
Location : Mumbai, Maharashtra
Salary : Negotiable, depending upon the candidate's current CTC

Role of Assistant Manager

The Assistant Program Managers will be responsible for effective implementation & monitoring the program interventions. They will be ensuring that the program successfully achieves the goal of holistic and sustainable development, on the ground. Following are the Key Responsibility Areas:

- **Program Implementation:**

- Impactful implementation of the program in the adopted villages through the partner NGOs
- Ensuring Strategic & Budgetary guidelines are meticulously followed by the partner NGOs
- Ensuring Periodic Milestones are successfully achieved within timelines & as per guidelines
- Bringing innovative ideas for enhancing the impact and benefits of the interventions to community
- Ensuring that the program successfully achieves the vision of sustainable rural development

- **Monitoring & Evaluation**

- Effective Monitoring of Program implementation by regular field visits to adopted villages
- Evaluate data/reports submitted by the implementing partners and track program progress
- Coordinating in Impact Assessments and taking corrective steps for success of the program
- Regular updating and validation of program data in the monitoring dashboards/website.

- **Promotion & Branding:**

- Ensuring program visibility by providing regular updates to social media team
- Sharing success stories and creating brand presence in national platforms/forums/events
- Liaison with Senior Government Officials and other institutes, for meaningful collaborations
- Assist in publication of periodic E-newsletters/mid-term reports/annual reports etc.

Assistant Managers will also assist in any other related work assigned by Foundation from time to time.

Educational Qualification/Experience desired

- . Post-Graduate Degree with minimum one year experience in the development sector or a Bachelor's Degree with two year experience in rural development.
- . Preference will be given to candidates who also have experience of grassroots level work in rural development through internships/fellowships.

Essential Skills & Qualities expected

- . Passionate and committed towards rural development. Should be ready to engage with the communities, connect quickly, understand their concerns and be able to find innovative and realistic local solutions
- . Self-motivated, energetic with leadership capabilities for driving the change in villages
- . Should be a Team player and ready to assess the priorities and able to work in fast-paced environment
- . Good interpersonal skills - Communication/Writing skills, ability to network/liaison with stake holders
- . Computer skills to ensure dashboard updates, drafting articles & designing posters for publicity