

JOB DESCRIPTION FOR OFFICE MANAGER

1. Responsible for recording ATP (Advance Tour Plan) for the staff and preparing daily actuals.
2. Monitor staff attendance and their leaves and submit monthly report to administration.
3. Maintaining files and records
4. Performing general office clerk duties including typing, mailing, photocopying.
5. Organizing travel and booking accommodations for the project team.
6. Coordinating events for the Managing Trustee
7. Maintaining office equipment as needed.
8. Creating, maintaining, and entering information into databases.

Qualification:

- Any degree and experience as an office assistant or in related field.
- Ability to write clearly and skills to operate MS office package proficiently.
- Ability to work well under limited supervision.
- Ability to converse in English
- A good communication skill is also highly valued.

Salary: The salary and others benefits are negotiable and fixed on the basis of the experiences and personal competency.

Application deadline: 27th January 2019

Interviews expected: 1st week of February 2019

JOB DESCRIPTION FOR THE PROJECT DIRECTOR

INTACT is working intellectual impaired persons across the State and supporting children and marginalised people in Kalrayan hills since 1992. The aim of our organisation is to promote equal rights and equal opportunities for the persons with disabilities, Poor women, Mountain Tribes, Youths and other underprivileged people in the society.

We are running a special school for intellectual impaired children, conducting vocational training for the intellectually impaired youths, promoting parents' associations across the State, having an Adult girls' home, promoting primary health care among tribal communities and running an English medium Middle school in Vellimalai.

We are looking for an experienced and qualified person to manage the projects and the workers with required leadership skills and professional competency.

Summary of the Job:

The role of the Project Director is to oversee program implementation, quality assurance and reporting requirements of the projects. The Project Director will be guiding the project team with required motivation and professional support, excel project tasks, support management in proposal writing and fund raising and collaborate with project stakeholders and government departments.

Provide timely, high quality support and guidance to the projects, at all stages of the project cycle, including identification, design, appraisal, implementation, monitoring and evaluation.

DUTIES AND RESPONSIBILITIES:

A. Human Resource Management:

- ✎ Assist with the recruitment, selection, management and supervision of project staff;
- ✎ Capacity building and mentoring of staff team and parents associations;
- ✎ Ensure that all staff be are aware of, and have the capacity to fulfill their responsibilities and functional roles for project implementation;
- ✎ Work as a positive team member and contribute to the objectives of the organisation.
- ✎ Report to Managing Trustee periodically.

B. Project Cycle Management

- ✎ Provision of technical and programmatic leadership to ensure the quality implementation of project activities and achievement of objectives;
- ✎ Prepare annual and individual work-plans and prepare monthly and quarterly progress/ performance reports adhering to the project objectives;
- ✎ Design, establish and manage appropriate project monitoring and evaluation framework;
- ✎ Provide management support, supervision and direction for the implementation of the Project;
- ✎ Provide and facilitate technical advice with the support of other resource persons/ consultants to ensure project outputs are effected to accepted standards.

C. Co-ordination and Liaison:

- ✎ Enlist the cooperation and assistance of Government departments, and liaising with donors, consultants and other service providing organisations and resource persons.
- ✎ Support the Liaison with the donors and other visitors regarding their field visits and for regular information updates;
- ✎ Ensuring community participation and cooperation of parents and other stakeholders.
- ✎ Attend Government, partners and NGO meetings that may relate to project activities and ensure cross agency collaboration;

D. Financial Management and Administration

- ✂ Management of the project budget and approval of requisitions, advances and expenses;
- ✂ Preparation of cost work plans and submission of timely funds requests;
- ✂ Regular analysis and narrative reporting on financial reports;
- ✂ Project financial planning, budget management, and financial reporting in accordance with donors and INTACT requirements;
- ✂ Oversee timely and cost effective procurement of equipment, materials and services for project implementation according to donors and organisation policies;
- ✂ Ensure that project expenditure remains within budgetary line items.
- ✂ Ensure that all administrative records are maintained and regularly updated (e.g. baseline, equipment inventory lists, staff leave and benefits, schedules etc).

Qualification:

Post-graduate in social work (or) other development/ rehabilitation management studies required. Extensive knowledge and understanding of disability and rehabilitation issue is essential.

Experience:

- 10 years' experience in project management and administration is essential, especially having experience in managing multi donor projects, having good interpersonal and communication skills and able to work in a collaborative working style.
- Leadership experience in managing project team is very much essential

Salary: The salary and others benefits are negotiable and fixed on the basis of the experiences and personal competency.

How to apply:

Please send a CV and covering letter to **intactindia@gmail.com** outlining your carrier history, your technical and professional skills and personal competency. And submit a note (not more than 500 words), showing evidence of your relevant experience for the position and what you would contribute as a project director in our organisation.

Application deadline: 27th January 2019

Interviews expected: 1st week of February 2019

JOB DESCRIPTION FOR THE AGRICULTURE TRAINER

1. Develop strategies to manage agriculture, campus and natural resources.
2. Develop lesson plans and instructional materials on agriculture practices appropriately for the intellectually impaired persons.
3. Provide training and handholding support to the trainees on farm practices, horticulture, livestock management, poultry and other farm management related inputs.
4. Teach students on various issues of agriculture and environmental aspects.
5. Provide practical farm experiences to the trainees on agriculture and livestock management.
6. Assess, evaluate and grade trainees' overall academic performance and programs.
7. Maintain student attendance records, grades, and other required records.
8. Maintain regularly scheduled office hours in order to advise and assist students.
9. Perform administrative duties such as serving as department head

Qualification:

Diploma qualification in Agriculture (or) Horticulture with 2 to 3 years farm management or teaching experience

Salary: The salary and others benefits are negotiable and fixed on the basis of the experiences and personal competency.

Application deadline: 27th January 2019

Interviews expected: 1st week of February 2019