

THE BLIND RELIEF ASSOCIATION, DELHI

PROJECT MANAGER

Job Designation: Project Manager

Organization Overview: The Blind Relief Association, Delhi is a leading non-governmental organization working for the empowerment of persons with visual disability for eight decades by way of imparting education and skill training. The Association runs a school, college, computer training center, and a vocational training center for persons with visual disability besides a large hostel and other services such as Braille production, audiobook recording, orientation, and mobility training, placement, health care, etc.

Position Overview: We are seeking a competent and motivated Project Manager to join our team at the Blind Relief Association, Delhi. As a Project Manager, you will be responsible for leading and managing training/educational projects from initiation to completion. This includes project planning, execution, monitoring, and ensuring successful delivery within scope, budget, and timelines. You will work closely with cross-functional teams including trainers, students, and donors to ensure project objectives are met and deliverables exceed expectations.

- **Project Planning:** Develop a comprehensive project plan outlining scope, goals, deliverables, timelines, budget, resources, and risk management. Define project tasks and allocate resources accordingly. Create a schedule and project timeline and ensure all team members understand their roles and responsibilities.
- **Team Leadership:** Assemble and lead a project team, ensuring effective communication and collaboration. Motivate and guide team members, fostering a positive working environment. Resolve conflicts and address any issues that may arise within the team.
- **Communication:** Communicate project objectives, status updates, and expectations to all stakeholders, including team members, sponsors/donors, and executives. Conduct regular project meetings to review progress and discuss challenges. Prepare and present project reports to stakeholders.
- **Risk Management:** Identify potential risks and develop strategies to mitigate them. Monitor and manage changes in project scope, schedule, and costs. Anticipate and address issues before they impact the project negatively.
- **Budget Management:** Develop and manage the project budget, ensuring that resources are allocated efficiently. Monitor project expenses and make adjustments as necessary to stay within budget constraints.

- **Quality Assurance:** Ensure that project deliverables meet quality standards and client expectations. Implement and enforce quality control processes throughout the project lifecycle.
- **Timeline Management:** Track project timelines and milestones, adjusting plans as needed. Ensure that the project stays on schedule and meets deadlines.
- **Donor/Sponsor Relations:** Establish and maintain positive relationships with donors and stakeholders. Understand their needs and expectations, and ensure they are met throughout the project.
- **Closure and Evaluation:** Close out the project by ensuring all deliverables are met and project goals are achieved. Conduct a project evaluation to identify lessons learned and areas for improvement.
- **Adaptability:** Adapt to changes in project scope, objectives, and requirements. Keep up with industry best practices and incorporate relevant methodologies into project management processes.

Qualifications and Skills:

- B.S.W or B.B.A or B.A. Sociology with minimum 5 years experience or M.S.W or M.B.A or M.A Sociology with minimum 2 years experience.
- Proven experience in project management is a plus.
- Strong leadership and team management skills.
- Excellent communication and interpersonal skills.
- Proficient in project management tools and methodologies.
- Problem-solving and decision-making abilities.

Work Environment: You will be part of a dedicated and mission-driven team working together to make a positive difference in society. The Blind Relief Association offers a supportive and inclusive work environment, with opportunities for professional growth and development.

Remuneration: Annual CTC will be Rs. 6.00 lakh approximately however this will not be a limiting factor for outstanding candidates.

How to Apply: To apply for this position, please submit your updated resume, a cover letter detailing your relevant experience, and a brief statement explaining your interest in working with the Blind Relief Association, Delhi. Applications can be sent via email to careers@blindrelief.org.