

JOB DESCRIPTION
Project Manager (One Vacancy)
Bharat Rural Livelihood Foundation, Maharashtra

1. POSITION:

- **Project Manager** (One Vacancy)
- **Reporting:** Team Leader, SPMU-MH, BRLF.
- **Place of posting:** Peth, Block of Nashik, Maharashtra
- **Joining:** Immediate
- **Nature of Employment:** Full-time contract with benefits

2. ORGANISATION BACKGROUND:

Bharat Rural Livelihoods Foundation (www.brlf.in) is an autonomous body established in 2013 under the Ministry of Rural Development through a Union Cabinet decision by the Government of India. With a vision to transform the lives and livelihoods of the most vulnerable populations across India, BRLF plays a crucial role in fostering and facilitating civil society action in partnership with the government and people's institutions. Its mandate encompasses a range of objectives, including bridging the gap between program outlays and outcomes, improving implementation of government flagship programs, providing grant support to civil society organisations (CSOs), and promoting partnerships for inclusive, sustainable development. BRLF has a pan-India mandate and focuses on tribal geographies, particularly those in the Central Indian tribal belt and Northeast India. The focus has been on the states with the most concentration of tribal population which are Gujarat, Rajasthan, Maharashtra, Madhya Pradesh, Telangana, Odisha, West Bengal, Jharkhand, Chhatisgarh, Assam, Mizoram.

To achieve its objectives, BRLF follows a networked approach for nurturing the appropriate institutional and programmatic ecosystem for enhanced interventions in sustainable livelihoods for tribal rural communities. The collaborative model actively engages various key stakeholders, including the government, private philanthropies, public and private sectors under corporate social responsibility (CSR), Civil Society Organisations (CSOs) and Community-based Institutions (CBOs and PRIs). The unique collaborative model facilitated by BRLF successfully harnesses the collective strengths of these institutions to design and scale rural development initiatives effectively.

For more details, please visit our website: www.brlf.in

ABOUT "Focused Development Project (FDP)", Peth, Nashik, Maharashtra

The Bharat Rural Livelihoods Foundation (BRLF), in collaboration with HDFC Parivartan, is implementing the Focused Development Project (FDP) across 25 villages in Peth Block, Nashik District, Maharashtra. This three-year initiative aims to double the income of at least

3,000 small and marginal (Tribal) households through sustainable, integrated development strategies tailored to the needs of tribal communities.

The project places a strong emphasis on Natural Resource Management (NRM), particularly Integrated Watershed Management, to improve soil and water conservation, agricultural productivity, and farm-based incomes. Key components include capacity building of communities, promotion of sustainable agriculture and horticulture, irrigation development, and the strengthening of community-based organizations (CBOs). The project also seeks to leverage government flagship schemes through convergence, fostering long-term sustainability and resilience.

The Bharat Rural Livelihoods Foundation (BRLF) is seeking a highly experienced and qualified professional to fill the position of Project Manager, based at the project office. To ensure effective implementation and rigorous monitoring and evaluation, a dedicated project office will be established in the Peth Block of Nashik District. The project team will be responsible for executing the assigned project activities. The FDP project will have its dedicated staff and will work under the guidance and leadership of BRLF's Maharashtra State Project Management Unit (SPMU).

3. JOB DESCRIPTION/ RESPONSIBILITIES:

BRLF is looking for passionate and motivated Project Manager to join Project office, Peth, Nashik, Maharashtra. The **Project Manager** shall be responsible for the following:

Key Responsibilities of Project Manager:

1. **Project Team Coordination:** Lead and coordinate the efforts of the project team based at the block office, ensuring alignment with project objectives and timelines.
2. **Overall Project Management:** Oversee all aspects of project execution including planning, budgeting, resource allocation, and timely delivery of outputs. This includes acquiring and compiling necessary quotes and managing project deliverables.
3. **Annual Work Plan & Budgeting:** Develop and finalize the annual work plan and budget, including strategies for convergence with relevant government programs and schemes.
4. **Monitoring Project Progress:** Maintain up-to-date records of physical and financial progress, and provide regular feedback and updates to the organization.
5. **Issue Identification & Resolution:** Identify critical challenges or bottlenecks in project implementation and propose timely solutions, escalating issues to appropriate levels when necessary.
6. **Knowledge Sharing & Learning:** Participate in learning forums, share best practices and lessons learned with project partners, communities, and other stakeholders.

7. **Government Liaison:** Engage and coordinate with government departments to ensure successful convergence with existing schemes.
8. **Activity Planning & Supervision:** Conduct regular planning, supervision, and review of project activities; provide technical and logistical support to the implementation teams.
9. **Market & Commodity Analysis:** Conduct market and commodity assessments to enhance marketing strategies and improve income generation for producer groups. Facilitate linkages with private sector stakeholders and design specific development plans.
10. **Monitoring & Evaluation Support:** Support ongoing assessments, reviews, and evaluations as required, contributing to the project's continuous improvement.
11. **Compliance:** Ensure timely compliance with donor/funding agency requirements and maintain proper documentation and records.
12. **Watershed Planning Facilitation:** Facilitate participatory village-level planning processes for Soil and Water Conservation activities under watershed development projects.
13. **Reporting and Documentation: -**
 - **Monthly Reporting Processes** - Ensure consistency, clarity, and alignment with project indicators and donor reporting requirements.
 - **Prepare Quarterly Progress Reports (QPR)**
 - Develop comprehensive and narrative Quarterly Progress Reports (QPRs), highlighting key achievements from the reporting period, challenges encountered, lessons learned, and the action plan for the upcoming quarter
 - Coordinate with program and MIS teams at Block and state to integrate qualitative and quantitative data effectively.
 - **Develop Annual Narrative Reports**
 - Draft detailed annual narrative reports highlighting project outcomes, impact, and alignment with strategic objectives.
 - Ensure high-quality documentation that reflects both data-driven insights and human-centered stories from the field.
 - **Document Case Studies and Success Stories**
 - Identify and document impactful case studies and success stories that illustrate project effectiveness and community transformation.

- Ensure stories are well-structured, engaging, and aligned with organizational communication standards.
 - Facilitate the Communications team from Headquarters in conducting field visits, interviews, and photo/video documentation to capture compelling human-interest stories and project narratives
- **Draft Concept Notes and Proposals for New Projects**
- Collaborate with the Team Lead at SPMU and the RM team to develop well-structured concept notes and detailed project proposals.
 - Ensure alignment with organizational priorities, donor requirements, and field-level insights, incorporating evidence-based strategies and clearly defined outcomes.

4. QUALIFICATIONS, EXPERIENCE AND COMPETENCIES:

1.Educational Qualification:

- Candidates must hold a Master's degree in Soil and Water Conservation Engineering (M.Tech – SWCE) or a closely related field from a recognized university, with a minimum of five years of relevant work experience in project implementation, watershed management, or related domains.
- Applicants with a Bachelor's degree in Agricultural Engineering (B.Tech Agri. Engg.) or Civil Engineering (B.E. Civil) and five to seven years of substantial relevant work experience may also be considered.

2.Desirable Qualification:

Applicants with tribal and rural development project implementation experience will be preferred.

Experience:

1. Candidates with 6 years of hands-on experience in the planning and implementation of Natural Resource Management (NRM), Sustainable Agriculture, and Animal Husbandry-based livelihood initiatives, particularly focused on tribal and rural households will be given preference.
2. Experience in working with community institutions, government departments, and convergence-based projects will be considered an added advantage.
3. Proven ability to develop and manage various forms of documentation, including monthly reports, quarterly and annual narrative reports, case studies, and success stories, as outlined in the Roles and Responsibilities.

Essential Skills and Competencies:

1. Excellent speaking, reading, and writing skills in English and Marathi (Priority) and in Hindi (Preferred) are required;

2. Demonstrated ability to work effectively within multi-cultural and multi-disciplinary teams.
3. Experience in the implementation and management of CSR-funded projects is preferred.
4. Proven skills in documentation, report writing, and knowledge management, including experience preparing narrative reports, case studies, and success stories.
5. Competence in Microsoft Office Suite (Word, Excel, PowerPoint) and basic data management tools.
6. Ability to multi-task, prioritize, and manage time effectively in a dynamic work environment.
7. Must be willing to travel extensively across BRLF project locations as required.

5. COMPENSATION OFFERED:

The remuneration package budgeted for the position is between INR 80,000 – INR 85,000 per month. Offers shall be commensurate with the qualifications, experience, and salary history, of the selected candidate.

6. NUMBER OF VACANCIES: One

7. LOCATION(s): Peth Block, Nashik District, Maharashtra.

9. Age Limit: 45 years

10. APPLICATION PROCESS:

Eligible candidates interested in this position are requested to apply through [Link](#).

Applications will be reviewed on a rolling basis, and the position will remain open until filled. Early submission is encouraged, with a final application deadline of October 19th, 2025.

BRLF is an equal opportunity organization without any discrimination by virtue of religious belief, social class, caste, special ability, or gender. BRLF is an equal opportunity organization. Women are encouraged to apply.