

## **Job Description**

**Position Name** – Project Associate

**Duty Station** – Hybrid (Work from Home & On-field at Meghalaya)

**Reporting To** – Program Lead

**Required Experience** – 2-3 years full time experience in program implementation especially in Tourism based work

**Preferred Academic Qualification** – Travel and Tourism Management (Masters/Bachelors/Diploma)

**Language** – Knowing of **Khasi and English (Speaking, Reading & Writing)** language is a must

### **Programme Management:**

#### **Responsibilities:**

1. Point person for implementing a tourism based livelihood project in Khasi Hills, Meghalaya.
2. Understands the project management cycle, develop and utilize tools (including detailed implementation plans) effectively to implement and achieve project results, and comply with donor requirements, government, and partnership agreements.
3. Facilitate meetings and trainings in the community, as and when required.
4. Supervise and extend handholding support to the field team members, and streamline the work in the community as well.
5. Achieves project results, and monitors appropriate benchmarks, targets and performance indicators.
6. Coordinates technical inputs on development of guidelines on tourism policy, responsible tourism, conservation of nature, environmental concerns and waste management to support a high quality of implementation ensuring that programmatic strategies are of high quality, based on best practices and in line with donor standards.
7. Articulates changes in project activities (if any) clearly and produce clear documents justifying changes, analysis of change impact, and budget impact.
8. Prepare forecasting plans for each project's activities and budget.
9. Ensure follow-up of partners after reviews and reflections.
10. Systematically reviews risks and challenges to quality implementation and compliance and develop clear and timely mitigation strategies including resources required.

11. Develops and implements a clear plan to strengthen programme quality and compliance in the project delivery.
12. Produce well-documented, accurate, and quality narrative reports in line with donor reporting requirements.
13. Creates an efficient knowledge management system/approach that helps learning, sharing, scaling up, and innovation.

### **Communication and Working Relationships**

1. Builds strong relationships with various partners especially the district local government, target communities, other partners, and government stakeholders.
2. Engages and effectively represent FST in strategic partnerships with relevant NGOs to maximize use of our resources.
3. Effectively networks with donors, and other partners implementing similar programs in project locations.
4. Develops appropriate internal and external working relationships (and partnerships) to support quality project delivery and compliance.
5. Willing to travel and ability to work in hard situations, to reach hard to stay areas.
6. Promotes high performance among project staff and provides vision and direction.
7. Establishes effective partnerships with external stakeholders.
8. Provides induction, training, coaching, mentoring and advice to supervised staff to ensure that they understand and carry out their responsibilities effectively.

Travel: Frequent travel to remote project villages.

Compensation: 22,000-25,000/- per month.

Interested candidates may email the resume along with a cover letter to – [careers@fstindia.org](mailto:careers@fstindia.org)

Last Date: March 31, 2025