

Job Description: Project Lead – Urban Household Resilience Project

Position Title

Project Lead – Urban Household Resilience Project

Location

Guwahati, Assam (with regular travel to project communities)

Reports To

Executive Director

Position Summary

The Project Lead will provide strategic, technical, and operational leadership for the Project. The role is responsible for planning, implementing, monitoring, and reporting on project activities aimed at strengthening the resilience of vulnerable urban households to climate-related risks, including floods, heatwaves, water insecurity, and environmental degradation. The Project Lead will ensure high-quality programme delivery, effective stakeholder engagement, sound financial management, evidence generation, and compliance with donor requirements.

Key Responsibilities

1. Project Leadership and Management

- Lead the overall planning, implementation, and monitoring of project activities in line with approved work plans and budgets.
- Ensure timely achievement of project outputs, outcomes, and milestones.
- Develop detailed implementation plans and coordinate project timelines.
- Supervise project staff, consultants, and field teams.
- Identify implementation risks and develop mitigation strategies.

2. Technical Leadership

- Provide technical guidance on urban resilience, climate adaptation, sustainable livelihoods, and community-based resilience approaches.
- Lead household surveys, community mapping, and other planning exercises.
- Promote integration of gender equality, social inclusion, child protection, and environmental sustainability across all project activities.

3. Stakeholder Coordination

- Build and maintain effective partnerships with government departments, urban local bodies, academic institutions, civil society organizations, community leaders, and donor agencies.
- Represent the organization in coordination meetings, workshops, and technical forums.
- Facilitate community participation and strengthen local ownership of project interventions.

4. Monitoring, Evaluation, Learning, and Reporting

- Establish systems to monitor project performance and quality.
- Ensure timely collection, analysis, and utilization of project data.
- Prepare monthly, quarterly, and annual technical reports.
- Document lessons learned, success stories, case studies, and best practices.
- Support impact assessments and external evaluations.

5. Financial and Administrative Management

- Prepare annual work plans and project budgets.
- Monitor expenditure against approved budgets and ensure cost-effective implementation.
- Review financial reports and support donor compliance.
- Coordinate procurement and logistics in accordance with organizational policies.

6. Capacity Building

- Build the capacity of project staff, community volunteers, local institutions, and partner organizations.
- Organize training programmes on climate resilience, disaster preparedness, gender-responsive planning, data collection, and community engagement.
- Mentor staff on programme quality, monitoring, and adaptive management.

7. Knowledge Management and Innovation

- Promote evidence-based programming
- Disseminate project learning through publications, workshops, and policy dialogues.

8. Safeguarding, Gender, and Inclusion

- Ensure adherence to safeguarding and child protection policies.
- Promote meaningful participation of children, women, youth, and marginalized communities.
- Integrate gender-transformative approaches into project implementation and monitoring.

Qualifications

- Master's degree in Development Studies, Social Work, Urban Planning, Public Policy, or a related discipline.
- Additional certification in Project Management or Monitoring and Evaluation is desirable.

Experience

- Minimum 6-7 years of progressively responsible experience in managing development projects.
- At least 5-6 years of experience in urban resilience, urban development, or community resilience programmes.
- Experience managing donor-funded projects.
- Demonstrated experience working with government departments, municipal authorities, and community institutions.

Required Skills and Competencies

- Strong project planning and management skills.
- Experience in monitoring, evaluation, data analysis, and reporting.
- Strong leadership, team management, and mentoring skills.
- Excellent stakeholder engagement and partnership-building abilities.
- Budget management and financial oversight skills.
- Strong analytical, problem-solving, and decision-making abilities.
- Excellent written and verbal communication skills in English; knowledge of Assamese and Hindi is an advantage.
- Proficiency in Microsoft Office and project management tools; familiarity with KoboToolbox or other digital data collection platforms is desirable.

Key Performance Indicators (KPIs)

- Timely achievement of project outputs and outcomes.
- Quality and timeliness of donor and organizational reports.
- Budget utilization within approved limits.
- Stakeholder engagement and partnership effectiveness.
- Improvement in household resilience indicators in target communities.
- Quality of monitoring data and knowledge products.
- Staff performance and capacity development.
- Compliance with donor, organizational, and safeguarding standards.

Working Conditions

- Frequent travel to urban project communities.
- Participation in community meetings, workshops, training programmes, and field assessments.
- Occasional travel outside the state for coordination meetings, learning events, or donor engagements.

Core Values

- Integrity and accountability.
- Respect for diversity and inclusion.
- Community-centered and participatory approaches.
- Innovation and continuous learning.
- Collaboration and teamwork.

Interested candidates apply to the Program Lead/ HR Lead at careers@fstindia.org immediately with the resume and cover letter. Short listed

candidates will be invited for a formal written test and interview before final selection. Refer www.fstindia.org for further details about the organisation. Candidates from Guwahati are encouraged to apply. Salary: 5 to 5.4 lacs per annum (CTC) depending on the experience.

Kindly mention your Expected Salary.

We are an equal employment opportunity provider.