



Are you passionate about social impact and community development? Do you thrive in a collaborative environment where you can make a difference? The Collective Action Against Poverty (CAAP) Foundation is seeking a dedicated Project manager to join our team and lead our efforts in enhancing access to social welfare schemes in Malihabad, Lucknow.

The ideal candidate will demonstrate a passion for process innovation, possess excellent communication skills, problem-solving skills, the ability to collaborate, and can adapt quickly in a fast-paced environment. A proven track record of driving results, combined with a strategic mindset and a commitment to continuous learning, will be key to succeeding in this role.

Job Title: Project Manager

Organization: Collective Action Against Poverty (CAAP) Foundation

Location: Malihabad region, Lucknow District, India

About CAAP: CAAP is an NGO committed to improving the last-mile delivery of social protection schemes (SPS) in India. Our collaborative approach involves partnering with communities, government entities, NGOs, and individuals to amplify awareness, accessibility, and discourse surrounding SPS. We envision a future where timely, fair, and easy access to welfare schemes is a reality for all.

About the Project: Our project at the Collective Action Against Poverty (CAAP) Foundation seeks to enhance access to social welfare schemes by addressing barriers and offering support to eligible people of the community in Malihabad, Lucknow. As part of this initiative, we are hiring two **Project managers** who will lead the implementation of the project. The project essentially consists of three phases – Community needs assessment, Awareness campaigns, and Enrolment camps.

Role Overview: The **Project manager** will oversee the execution of all project phases, liaise with stakeholders in consultation with the project lead, ensure timelines are met, and supervise and provide guidance to research assistants, community officers, and student volunteers as needed. Their role will involve coordinating activities, monitoring progress, and ensuring smooth implementation of the project. There is the possibility of an extension for one of the Project Managers by another 6 months based on performance, potential, and need.

Responsibilities:

- **Oversee Project Execution:** The Project manager will supervise the implementation of the project, ensuring smooth collaboration with stakeholders, including local leaders. They will monitor timelines, fieldwork, and quality, making necessary adjustments as needed.
- **Liaise with Stakeholders:** The Project manager will actively engage with local leaders, community officers, and other relevant parties to facilitate effective project implementation.



- **Community Mobilization:** The Project manager will guide community officers in spreading awareness about chosen welfare schemes, answering questions, and addressing community needs.
- **Training and Guidance:** The Project manager will conduct training sessions for project staff, ensuring they are well-prepared for their roles.
- **Monitoring and Evaluation (M&E):** The Project manager will collaborate with an M&E consultant, ensuring data collection, analysis, and reporting are carried out effectively. You will prepare regular progress reports and contribute to the final project report.
- Coordinate with the design team/Digital media manager to provide them with pictures and narratives of the fieldwork every week for posting on LinkedIn.
- **Accountability:** The Project manager will ensure that community members fully comprehend welfare scheme requirements, benefits, and procedures. This will help to hold the government accountable even after project activities conclude.
- **Research Support:** Collaborate with the research team wherever cross-collaboration is required.

What You'll Do

- Develop survey forms and Focus group discussion (FGD) Questionnaires
- Train the field workers/community workers for field activities and ensure quality data collection
- Lead the development of key documents as per the project protocol including but not limited to survey and FGD questionnaires, training modules, welfare scheme brochures, SOPs, data collection forms, etc.
- Ensure day-to-day implementation of the project
- Report to the Project lead
- Create a weekly work plan
- Maintain a log of tasks accomplished, challenges faced, and next steps
- Support the project lead in carrying out project activities
- Participate in weekly meetings
- Supervise the project staff and ensure the smooth functioning of the project
- Arrange logistics for the mediation camps and other events

Qualifications and skills:

Essential

- Bachelor's degree in social sciences, development studies, or related fields
- 5+ years of experience in project management, community engagement, or social work
- Demonstrable understanding of the welfare system in India and the workings of the local government offices.
- Demonstrable interpersonal skills
- Proficient in Office 365

Desirable

- Master's degree in social sciences, development studies, or related fields



- Experience of working on a project related to welfare schemes and working with local government officers.

Duration and Compensation:

- 6-month contract
- 30,059 to 45,079 pm

How to Apply: Interested candidates should submit their resume and a cover letter outlining their relevant experience and motivation to join CAAP. Please feel free to write to contact@cxxp.org for any questions.

- Your applications should include
 - CV (not more than 2 pages).
 - One-page statement in Hindi or English describing why you are a fit candidate for this role.
 - Applications not containing these two files will be summarily rejected.
 - Please send in your applications before 30th October at contact@cxxp.org.

Please read more about us and the project at www.cxxp.org

Join us in making a positive impact! Together, we can empower communities and advocate for positive change. Apply now!

We are dedicated to the belief that all lives have equal value. We strive to be a workplace that supports ever greater diversity, equity, and inclusion — of voices, ideas, and approaches — and we support this diversity through all our employment practices. All applicants and employees who are drawn to serve our mission will enjoy equality of opportunity and fair treatment without regard to race, color, age, religion, pregnancy, sex, sexual orientation, disability, gender identity, national origin, and marital status.