

## **JOB DESCRIPTION**

### **PROGRAM MANAGER - I**

#### **Purpose of the Post:**

Believing and practicing the culture of accountable governance, Gujarat Mineral Development Corporation (GMDC) established Gramya Vikas Trust (GVT) on 7th January 1991 as Public Trust with Section 12A and 80G, registered under The Income Tax Act, 1961 for various developmental activities. GMDC-Gramya Vikas Trust (GMDC – GVT), a CSR implementing body of GMDC works with the vision to enhance the quality of life of communities living in the GMDC active regions through innovative partnerships/programs, strategic collaborations, and stakeholder engagement.

The Program Manager for GMDC – GVT, specializing in Health Care and Nutrition, will be stationed at the GMCSR Corporate Office, GMDC Ltd., Ahmedabad. He/She will report directly to the Chief Executive Officer of GMDC-GVT as well as parallel reporting to General Manager (CSR), GMDC Ltd., and shall play a crucial role in the organization's efforts to enhance health care and nutrition – related initiatives in the affected areas of GMDC- Projects. The incumbent would support Gujarat and Odisha Program.

#### **Key Duties and Responsibilities:**

- Lead and manage comprehensive health care and nutrition programs, aligning them with CSR goals.
- Should have good understanding of tender development & management process for Health Programs
- Ensure compliance with relevant health care and nutrition industry standards and regulations.
- Plan, coordinate, implement, monitor, and evaluate various programs implemented by GMDC-GVT.
- Establish effective internal and external communications and foster a supportive work environment. Forge close relationships with local communities, government agencies, and national- level health organizations. Conduct regular visits and engage with stakeholders.
- Develop data collection formats, analyze program-specific data, and generate reports.
- Track program performance and provide improvement recommendations to the Competent Authorities.
- Collaborate with the team of Zonal Coordinators and Odisha team to create communication materials tailored to health care and nutrition stakeholders.
- Collect detailed project data monthly from the Zonal Coordinators/ Odisha team, prepare reports, and establish a real-time data management system.
- Conduct periodic field visits to verify and authenticate data and assess & monitor effectiveness of the systems.
- Ensure proper utilization of project funds in accordance with approved activities and financial procedures.
- Define metrics and processes for measuring performance, and prepare weekly, monthly, and annual reports to showcase results in the health care and nutrition sector.
- Perform any other tasks as assigned by management to fulfill program objectives.

**Required Educational Qualifications:**

- MBA in Rural Management/ PGDRD/PGDRM/ Master of Rural Studies/ MRM/ M.A. in Social Work, MSW or any Social Science PG Previous work experience in health care and nutrition projects within the development sector is highly desirable.
- Excellent communication skills, with the ability to convey complex information clearly to diverse audiences.

**Experience:**

- Minimum of 6 years of proven relevant professional experience in large-scale development sector projects, preferably in health care and nutrition projects
- Expertise in project development, planning, implementation, monitoring, grievance management, and stakeholder engagement for programs.
- Familiarity with project finance procedures within the health care and nutrition context.
- Knowledge and experience in sustainable development programs, including baseline/need assessments and related studies.
- Proficiency in spoken and written English and Gujarati, with a working knowledge of Hindi is essential

## **JOB DESCRIPTION**

### **PROGRAM MANAGER – II**

#### **Purpose of the Post:**

Believing and practicing the culture of accountable governance, Gujarat Mineral Development Corporation (GMDC) established Gramya Vikas Trust (GVT) on 7th January 1991 as Public Trust with Section 12A and 80G, registered under The Income Tax Act, 1961 for various developmental activities. GMDC-Gramya Vikas Trust (GMDC – GVT), a CSR implementing body of GMDC works with the vision to enhance the quality of life of communities living in the GMDC active regions through innovative partnerships/programs, strategic collaborations, and stakeholder engagement.

The Program Manager for GMDC-GVT, specializing in Education Sector/Rural Development, will be stationed at the Corporate Office, GMDC Ltd., Ahmedabad. He/She will report directly to the Chief Executive Officer of GMDC-GVT as well as parallel reporting to General Manager (CSR), GMDC Ltd., and shall play a crucial role in the organization's efforts to enhance health care and nutrition – related initiatives in the affected areas of GMDC- Projects. The incumbent would support Gujarat and Odisha. Program

#### **Key Duties and Responsibilities:**

- Lead and manage comprehensive Education Sector programs, aligning them with CSR goals and also programs for Women & Children/Rural Development.
- Should have good understanding of tender development & management process for programs
- Ensure compliance with relevant industry standards and regulations.
- Plan, coordinate, implement, monitor, and evaluate various programs implemented by GMDC – GVT.
- Establish effective internal and external communications and foster a supportive work environment. Forge close relationships with local communities, government agencies, and national- level health organizations. Conduct regular visits and engage with stakeholders.
- Develop data collection formats, analyze program-specific data, and generate reports.
- Track program performance and provide improvement recommendations to the Competent Authorities.
- Collaborate with the team of Zonal Coordinators and Odisha team to create communication materials tailored to health care and nutrition stakeholders.
- Collect detailed project data monthly from the Zonal Coordinators/ Odisha team, prepare reports, and establish a real-time data management system.
- Conduct periodic field visits to verify and authenticate data and assess & monitor effectiveness of the systems.
- Ensure proper utilization of project funds in accordance with approved activities and financial procedures.
- Define metrics and processes for measuring performance, and prepare weekly, monthly, and annual reports to showcase results in the health care and nutrition sector.
- Perform any other tasks as assigned by management to fulfill program objectives.

**Required Educational Qualifications:**

- MBA in Rural Management/ PGDRD/PGDRM/ Master of Rural Studies/ MRM/ M.A. in Social Work, MSW or any Social Science PG.
- Previous work experience in Education and Women & Child/Rural Development related projects within the development sector is highly desirable.
- Excellent communication skills, with the ability to convey complex information clearly to diverse audiences.

**Experience:**

- Minimum of 6 years of proven relevant professional experience in large-scale development sector projects, preferably in Education and Women & Child/Rural Development related projects
- Expertise in project development, planning, implementation, monitoring, grievance management, and stakeholder engagement for programs.
- Familiarity with project finance procedures within the program context.
- Knowledge and experience in sustainable development programs, including baseline/need assessments and related studies.
- Proficiency in spoken and written English and Gujarati, with a working knowledge of Hindi is essential.