

## JOB DESCRIPTION

<b>Position:</b> Sr. Manager - Implementation and Monitoring
<b>Job Locations:</b> Head Office, Dehradun
<b>Reporting to:</b> CEO/COO in Head Office, Dehradun
<b>Experience:</b> Minimum 3 years in Project Management or Operations
<b>Details:</b> Full-time position for a minimum of one year. Starting salary: <b>Rs. 30,000 (CTC/month)</b> . Waste Warriors is an Equal Opportunities Employer.
<b>Application Procedure:</b> Applications should be submitted via our Google Form. Email applications will <b>not</b> be accepted. Shortlisted candidates will be contacted for further rounds of interview.

### Introduction

Waste Warriors is a registered society and non-profit solid waste management NGO, working in Dehradun, Dharamshala, and around the Corbett National Park region. We work through a combination of direct action, public awareness-raising, community engagement initiatives, and long-term partnerships with govt bodies.

### Duties and Responsibilities

1. Develop and strengthen monitoring systems for performance of each department across all locations.
2. Monitor all project activities, expenditures, and progress towards achieving the project output.
3. Recommend further improvement of the logical framework.
4. Evaluate performance of each department with (or without) CEO on fixed dates on the parameters fixed to evaluate project performance.
5. Organise team meetings to explore solutions to challenges, and document and monitor developments. Provide feedback to the Project Manager on project strategies and activities.
6. Report monthly, quarterly, half-yearly and annual progress on all project activities to CEO and Board.
7. Provide input and update information related to project outcome in website, newsletter, etc.
8. Assist in coordinating across the available components of the Projects to ensure effective implementation of M&E/MIS.
9. Organize and conduct training on M&E/MIS for project staff and as well as any other training which will help the team achieve their project goals.
10. Set up impact assessment mechanism for each program and create program success indicators.
11. Help implementation teams run impact assessment.
12. Assist CEO on employee and department performance evaluations, scale up and program developments.



### **An Ideal Candidate Will:**

- Have completed a college degree or vocational diploma
- Have a genuine interest in working in the social sector
- Be passionate about the environment and a cleaner India
- Be bilingual (must be able to speak English and Hindi fluently)
- Have prior experience in planning, development, and management
- Have a basic knowledge of waste management and eager to learn more

### **Key Skills & Attributes:**

- Excellent team-building skills with ability to motivate staff and stakeholders
- Capacity to develop and implement a robust strategic vision and ability to communicate that effectively to all members of the organization
- Excellent organizational and staff management skills
- Sound knowledge and understanding of information technology
- Good written, presentation, and listening skills
- Ability to work under pressure and on own initiative
- Ability to relate to people at all levels
- Commitment to developing services and staff
- Experience in designing tools and strategies for data collection, analysis and production of reports.
- Strong training & facilitation skills.

Start Your Application on our Google Form:

[www.tinyurl.com/WWJob](http://www.tinyurl.com/WWJob)

For additional information, contact:

**Waste Warriors Society**

**Email:** [hiring@wastewarriors.org](mailto:hiring@wastewarriors.org)