

Project: Meghalaya Program for Adolescent Wellbeing, Empowerment and Resilience (MPOWER)

About the project:

The Government of Meghalaya has launched the Meghalaya Program for Adolescent Wellbeing, Empowerment and Resilience (MPOWER) that aims to improve the human capital outcomes of adolescent boys and girls aged 9 to 19 through a set of coordinated multi sectoral interventions. The project shall target critical challenges faced by adolescents in the state; i.e., reducing teenage pregnancy and school dropout rates, improve their mental well-being and encourage them to develop career aspirations. These interventions aim to build productivity and resilience of the current cohort of adolescents so that they can contribute to the sustainable economic growth of the state of Meghalaya. The project design will be guided by an age-based skills competency framework, that will be developed and facilitated by programme managers and state experts, outlining the set of knowledge, skills, and behaviours that the state envisions. To ensure a broad coverage, the project will deal with adolescents who are both currently enrolled in, and dropped-out of school, in addition to strengthening the capacity of relevant state institutions.

Position	Essential Qualifications & Experience
Assistant Manager (Project Management)	<p>Essential Qualifications: A Master's/Bachelor's degree in a relevant field such as public administration, public health, environmental policy, education, gender, and management from a reputed institution.</p> <p>Required Experiences:</p> <ol style="list-style-type: none">1. Minimum 03 years relevant experience with Bachelor's degree; or 02 years relevant experience with Master's degree;2. Proven experience in project preparation, stakeholder coordination, and program implementation.3. Expertise in consultancy management, strategic planning, and documentation.4. Proficiency in monitoring and evaluation, reporting, and ensuring project deliverables are met.5. Experience in designing and delivering training programs and facilitating capacity-building initiatives.6. Skilled in budget planning, assessments, and ensuring effective resource management.7. Background in private sector development, government initiatives, or projects related to youth empowerment.

8. Prior experience in adolescent-focused programs or cross-sectoral initiatives is highly desirable.
9. Ability to work in multidisciplinary environments to drive impactful outcomes for adolescent wellbeing.

Skills & Attributes:

1. Strong organizational and time management skills to handle multiple tasks and deadlines.
2. Excellent communication and interpersonal skills, with demonstrated experience engaging productively with diverse stakeholders, including government officials, donors, research organisations, and philanthropic organisations.
3. Ability to work unsupervised, under your own initiative with a proactive approach to problem-solving.
4. A genuine passion for working on issues related to youth empowerment, education, and resilience.
5. Understanding of Meghalaya's socio-cultural context and challenges faced by adolescents in the region.
6. Proficiency in Office suite (in particular, Word, Excel and PowerPoint).

Scope of Work:

The Programme Associate will play a crucial role in the implementation and success of MPOWER projects. They will work closely with various stakeholders, including government officials, educational institutions, and partner organisations, to ensure the effective execution of pilot projects and the establishment of new initiatives.

Detailed Tasks and/or Expected Output

1. Project Preparation and Management (35% of time)

- Project Planning: Working on project preparation for programme implementation, ensuring effective resource allocation and timeline management.
- Coordination: Manage and facilitate with programme stakeholders for localised project implementation across the state.
- Support: Provide on ground support and troubleshooting to ensure smooth project execution.
- Documentation: Develop and maintain project trackers, logs, and folders to ensure systematic documentation.

2. Stakeholder Liaison (20% of time)

- Communication: Maintain regular communication with department stakeholders to ensure success of programme implementation.
- Field Visits: Conduct regular visits to districts, maintaining close contact with officials, principals, teachers and other front line stakeholders to provide support and gather feedback.
- Facilitation: Organise and facilitate meetings between government officials, non-government organisations, expert organisations and local communities.
- Ensure accurate information flow between planning and implementation.
- Regularly update stakeholders on program activities and gather feedback.
- Track and document follow-up actions to meet stakeholder needs and actions promptly.

3. Programme Implementation, Consultancy Management (20% of time)

- PDIA Process: Facilitate the Problem Driven Iterative Adaptation (PDIA) process alongside the MPOWER team for programme implementation ensuring adaptive learning and continuous improvement.
- Collaboration: Work closely with partners to pilot new materials and integrate their inputs into the project implementation.
- Consultancy Management: Work with consultancies to facilitate new partnerships and manage the transition of ownership to MPOWER. Integrate Chief Minister's Youth Centres (CMYC) plans to transition to the larger ecosystem with a special focus on skill development and career aspiration.
- Coordination: Ensure effective communication and collaboration between all partners and consultancies.
- Expansion: Oversee the selection, construction, and setup of new CMYC centres across the state, ensuring one centre per block.
- Issue Management: Identify and address any issues that arise during development and piloting phases, ensuring timely resolution.

5. Documentation and Strategic Planning (20% of time)

- Conduct research and interviews to document project successes, challenges, and improvements.
- Compile and analyse internal reports on project learnings.
- Review and analyse data on key indicators and outcomes.

- Contribute to discussions on the project's strategic direction based on field learnings.
- Prepare presentations for review meetings as and when required by the management.

6. Monitoring and Evaluation (5% of time)

- Framework Development: Develop and implement monitoring and evaluation frameworks for all project components aligned with PDIA interventions.
- Progress Tracking: Track project progress against set goals and provide regular reports to the development commissioner.
- Problem Identification: Identify and address any issues, ensuring that project objectives are met.

Additional Responsibilities:

Reporting and Documentation

- Internal Reports: Synthesize project learnings and produce internal reports for review and strategic planning.
- External Communication: Develop policy briefs, case studies, articles, and presentations for external audiences.
- Event Planning: Plan and organise outreach events such as workshops and conferences.

Training and Capacity Building

- Training Programs: Organise and manage training sessions for frontline staff with partners.
- Capacity Building: Develop and implement programs to enhance the skills and knowledge of project teams.

Budget and Asset Management

- Budget Management: Monitor expenditures to ensure the project is in line with projected costs. Coordinate with the Finance team to make sure we are aligned to programme goals.
- Asset management in collaboration with department stakeholders including preparation and delivery of procurement requirements up to the block and village level. This will be coordinated with the Procurement team to make sure project timelines are followed.

Terms

Location: Shillong, with travel across Meghalaya.

	<p>Contract: Full time, one year contract with the possibility of extension.</p> <p>Salary: Rs.31200+Rs.5000+Rs.1000</p> <p>Reporting: Reporting to the Project Lead, MPOWER</p>
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