

Project Description: - Saksham Pramaan- Targeted intervention and programme evaluation is a three-year project as sub-recipient to NACO and is funded by the global Fund. The project has two components; first includes evaluation of Targeted Interventions (TI) and Link Worker Schemes (LWS), build capacities of the evaluators and to coordinate evaluations of all TI and LWS projects under NACP. Second component includes design and conduct concurrent and mid-term evaluation of select programmatic interventions under NACP.

Name of the Post:	: Assistant Manager- Finance, HR and Admin, Saksham Pramaan
Job Location	: Mumbai
Project Duration	: Till 31 st March 2027.
No. of Position	: One, (Contract Basis for one year, extendable after one year)
Remuneration CTC	: Up to Rs. 54,741/- per month.
Application Link	: https://forms.gle/UiMHXpnMVgc6Hj3n7
Last date of Application:	: 18 th September 2024

Terms of Reference for the position of Manager- Finance HR and Admin, Saksham Pramaan

Reporting to – General Manager Finance and Admin

- Grant Management: Oversee the financial aspects of grant management, ensuring compliance with SR regulations and project guidelines.
- Funds Disbursement: Manage funds disbursement processes, including reviewing and processing payment requests, reconciling financial transactions, and maintaining accurate records of expenditures.
- Financial Management for Evaluations: Work closely with the Evaluation team to manage financial resources allocated for evaluation activities. Develop and implement financial plans in alignment with the evaluation calendar for each state, ensuring sufficient funding availability for planned activities.
- Audit Related Matters: Serve as the focal point for audit-related matters, including coordinating audits, responding to audit queries, and facilitating the resolution of audit findings. Ensure compliance with audit requirements and internal control procedures.
- Financial Reporting: Prepare financial reports and statements in accordance with project and TISS requirements. Ensure the accuracy and completeness of financial data, and coordinate with relevant stakeholders for review and approval.

- Be responsible for entire accounts & finance functions, admin functions and procurement activities in accordance with programme policy.
- Handling HR functions including recruitment, payroll administration, employee relations, and compliance with HR policies and labor laws.

SKILLS AND ABILITIES

Well organized with good verbal, written, and interpersonal skills
Organize tasks, set priorities, meet deadlines, and manage multiple tasks
Respond appropriately to evaluation and changes in the work setting

DESIRED QUALIFICATIONS

MBA in Finance/ M. Com with at least 8-10 years of work experience at a managerial level
(Finance, HR and Administration).

NOTE:-

Only Mumbai based candidates can appear for the Interview.

Candidates should have at least 8-10 years' experience in finance, HR & admin and understanding of non-profit accounting; expertise in Excel and Tally ERP

Kindly apply through Google form, the link:- <https://forms.gle/UiMHXpnMVgc6Hj3n7>

Only shortlisted candidates will be called for the Interview.

The selection committee holds full discretion to scrutinize applications and shortlist candidates. The selection process will be based solely on the decision of the selection committee.



Prof. Shankar Das
Project Director
Saksham Pramaan