**Arghyam** is a not-for-profit foundation working in the water sector in India. Arghyam’s vision is “Safe sustainable water for all”. We take up focused programs that address lack of equitable access to water, in a sustainable manner, amongst all citizens, through partnerships and grants across the country. Please check [www.arghyam.org](http://www.arghyam.org/) for details.

We are looking for a **Project Officer** **– Grants** to strengthen our Project Grants team. Please send your resume to jobs@arghyam.org

# Job Title Project Officer - Grants

# Organization Arghyam

# Location Bangalore

**Responsible to** **Project Manager - Grants**

**Main Duties and responsibilities:**

**The major area of work will be of providing support to Grants Management which will include:**

* Assistance to grants managers:
  + Support grants managers in managing a diverse portfolio of grants across multiple states
  + Preliminary assessment of proposals, compliance check and budget assessment
  + Prepare and finalise Memorandum of Understanding with partners and contracts with vendors
  + Track deliverables from partners and follow up on reporting and disbursements
  + Organise information from partners into Arghyam’s information system
  + Publish calls for evaluations and audits of projects
  + Develop a checklist of desirable components in impact assessment and verify availability / functioning during the visit.
* Knowledge collation:
  + Understand projects supported by Arghyam and its partners, through study of documents available with Arghyam. Comparative financial analysis of various interventions undertaken by Arghyam’s partners.
  + Document the learning and case studies from projects and also help showcase these in India water portal
  + Organise and analyse the data across projects for various user groups
  + Assist in synthesizing Arghyam’s work and feed into strategy for grant making
* Project Management: Own a few projects and undertake monitoring and evaluation.
* Job will involve limited travel initially.
* Any other responsibilities that the reporting Manager assigns.

Requirements

**Qualifications**

* Post graduates in the field of Business Administration /Social Sciences/ /Environmental Sciences from a reputed institution with an excellent academic record.
* Excellent analytical, written and oral communication skills required.
* Should be comfortable with the use of computers and internet and in usage of Microsoft Excel.

**Experience**

* 1 to 2 years experience in the NGO sector, preferably in evaluation/review of NGOs and their

programmes/projects/activities.

* Strong interest and understanding of the development sector is essential.

**Knowledge/Skills**

* Work under pressure and to strict deadlines on multiple activities.
* Good IT and report writing skills.
* Demonstrable understanding of issues related to international development and/ or rural development and/ or environment in relation to India.
* Strong conceptual and analytical skills.
* Excellent communication skills, spoken and written English essential. Knowledge of any regional language would be preferable

**Personal Qualities**

* Strong Team Player
* Able to communicate complex issues in a concise, accessible and engaging way.
* Initiative, planning and implementing with minimum supervision.
* Attention to detail, patient and persistent.
* Willingness to travel.

**Commitment to**

* Arghyam’s aims and objectives.
* Working flexibly, prepared to **travel on field to projects**, partner locations, meetings, conferences etc.

Salary:

* Competitive, depending on experience and ability.

**To apply for this post, please email your completed application form to:** [**jobs@arghyam.org**](mailto:jobs@arghyam.org) **with subject line “PROJECT OFFICER- GRANTS”**