

**Position: Project Lead (PL) – North East Network (NEN), Meghalaya**  
**Reports to: Executive Director (ED), NEN**  
**Location: Shillong, Meghalaya**

**Essential Qualifications & Experience:**

- A degree in social sciences, human rights, gender or women studies
- Minimum of 5 years' experience in development work and women's right at the local/regional/national level
- Knowledge of women's rights and development work in Meghalaya/ North East Region
- Must possess experience in programme planning, implementation and budgeting

**Roles and Responsibilities:**

The Project Lead (PL) is responsible for overseeing projects and operations in NEN Meghalaya. In this context, she will be responsible to:

- Lead the planning, executing and monitoring of the Projects and see to its successful completion with the support of her colleagues;
- Manage the planning and implementation of project budgets
- Monitor the day-to-day delivery and functioning of the project activities
- Represent the programs and views of the organization to agencies, organizations and general public as and when required

**Specific responsibilities:**

- The Project Lead is responsible for the smooth management of Projects, its personnel and facilitate effective communication between the staff within the Shillong office; She may coordinate on matters relating to project activities, between all the units of NEN, when necessary.
- The PL must maintain a close working relationship with all the Outreach Workers of NEN Meghalaya. The work of the ORW's must be monitored through regular team meetings, work progress reports and field visits.
- The PL must delegate work to the Programme Associates, Programme Assistants and finally the Field Investigators. The planning should be over the 3 thematic issues that will bring up new thinking among women in the districts of Meghalaya where there is ongoing phase-wise programs in the state.
- The PL is expected to network with NEN's ongoing programmes in Assam, Guwahati and Tezpur, and Nagaland, with the expertise that she possesses, as and when necessary.
- The PL will maintain a close working relationship with all government and non-government agencies to further NEN's work on implementation of pro-women legislations and policies.

- The PL must be aware of the monthly reviews of work plans, field monitoring and progress of all the Meghalaya Projects that are done by her colleagues. The final analysis lies with the PL to ascertain the quality of work.
- The PL will be responsible for networking and representing the organization in various forums. This should be done in order to find opportunities of creating avenues to further NEN Meghalaya's work
- The PL along with the Programme/Project Associates must ensure the establishment and maintenance of electronic and manual records of all programme documents for effective documentation of the entire project cycle.
- The PL must have full knowledge of the project activities with space to conceptualize strategic planning and systematic coordination of project activities. In this context, she will be given the space to conceptualize fresh initiatives with creativity and future advocacy priorities. This can be done by initiating discussions with the ED and State Coordinators.
- The PL is expected to represent NEN at workshops/seminars/meetings/ trainings that are organized by state agencies and civil society, at the local and national level.
- The PL must have knowledge of the UN mechanisms dealing with women's human rights like the CEDAW, ICESPR as NEN is linked to national and international bodies in terms of policy and advocacy issues.
- The PL is expected to have fair knowledge of managing projects budgets in order to comprehend the work of the Admin and Accounts department in accounting accuracy and proper financial reporting according to the requirements of project donors.

### **Compensation and Employment:**

NEN is an equal opportunity employer dedicated to hiring and supporting a diverse workforce. We ensure that candidates irrespective of backgrounds are fairly considered during the recruitment process. We are committed to providing a fair compensation package that is negotiable as per the qualifications and experience of the candidate.

### **How to Apply:**

Please submit an up to date CV including two references and a covering letter, clearly explaining your suitability against the essential criteria in the job description to [adminshillong@northeastnetwork.org](mailto:adminshillong@northeastnetwork.org) by 8 July 2021. Kindly ensure that the subject line of your email states "Application to the position of Project Lead, NEN Meghalaya". Please note that only shortlisted candidates will be contacted.