

HR 08/08/2022

**Advertisement for**

## State and District Level Rural Entrepreneurship Development Program Managers

[REEDS](#) is a not-for-profit organization with wide experience in the design, development, implementation, and evaluation of programs related to the enhancement of the quality of rural life. Rural Entrepreneurship Development [REDD] is one of the ongoing ambitious initiatives of REEDS for the socio-economic empowerment of rural communities. The RED initiative consists of a comprehensive set of capacity-building initiatives coupled with a range of support services to ensure the viability of the economic activities undertaken by the micro and small entrepreneurs, access to credit and financial services, business incubation and productivity enhancement services, technical, business and financial management skills, enterprise support, market linkage, etc. with a focus on creating scalable solutions, using technology as a key driver, and implementing large scale empowerment mandates.

REEDS is in the process of developing a team for promoting and implementing rural entrepreneurship projects with a focus on strengthening the local economies.

We are currently looking for experienced and dynamic individuals with proven leadership skills, and a keen interest to work on livelihoods and rural enterprise development as State and District Level Program Managers for our RED initiative in the states of Andhra Pradesh and Telangana.

REEDS is an equal opportunity employer and provides competitive compensation with the market norms in the social sector based on experience and background. Interested candidates should submit their applications to [infofeeds@gmail.com](mailto:infofeeds@gmail.com)

Your application must include a CV and a cover letter that highlights your passions, and motivations for applying. Tell us how your skills and expertise would contribute to REEDS RED project in particular.

Please do note that only shortlisted applicants will receive a response from REEDS.

## Job Description

### State Level Program Manager [SLPM]

Purpose of Role: SLPM will have overall responsibility for managing the REEDS' RED projects being implemented with respect to livelihoods and rural enterprise development. The position reports to the CEO.

Location: The post will be based out of Hyderabad, with frequent travel to the project areas in various districts in Andhra Pradesh and Telangana.

#### Key Responsibilities:

1. Understand the entrepreneurship development needs of rural entrepreneurs and develop the support system.
2. Build and implement the operational roadmap in alignment with REEDS' RED strategic plan.
3. Develop a concrete and comprehensive program operational plan, M&E structure, and schedule.
4. Ensure effective and economic manpower planning for operations management and program delivery.
5. Develop strong linkages with the communities – farmers, artisans, and other stakeholders to ensure the successful implementation of the program.
6. Liaison with government departments and financial institutions to aid entrepreneurs.
7. Drive strategic operational initiatives, including coordination and collaboration with internal and external stakeholders, to ensure timely completion and delivery of outcomes.
8. Develop strategic partnerships and collaborations with other innovative organizations, academic and non-academic institutes, domain experts, and market linkages in the RED domain.
9. Provide management and external stakeholders with regular value-added reports that identify & track the status of the program, milestones, and deliverables.
10. Lead expansion with resource mobilization and team setup.
11. Compile and manage risks associated with or incidental to the project.

#### Desired Qualification, Skills, and Experience:

1. Graduation/ Post graduation in Agriculture, social sciences, rural management, or social work.
2. 3-4 years of experience in managing entrepreneurship, and livelihood development projects with rural communities.
3. Prior experience working with the State/Central Government/Development Agencies will be preferred
4. Strong communication skills, stakeholder management, strong interpersonal skills, and the ability to work with people from varied backgrounds and levels.
5. Strong experience in resource mobilizations and donor management.
6. Experience in building and managing teams.
7. Possess good analytical and problem-solving skills.
8. Good MIS management, analytical, and presentation skills with proficiency in computer skills.
9. Good understanding of monitoring and evaluation tools and systems.
10. Proficiency in Telugu & English - both speaking and writing.

## **District Level Program Manager [DLPM]**

Purpose of Role: DLPM will have overall responsibility for the effective implementation of REEDS' RED Program in the specific district and work in a team with other stakeholders and key line departments of the respective jurisdiction. The DLPM will work under the guidance of the CEO/ State Level Program Manager.

Location: The post will be based out of specified District Head Quarters in Andhra Pradesh or Telangana, and the incumbent will be required to travel extensively in such a district. The applicants may indicate their preferred district of work.

### Key Responsibilities:

1. Undertake the implementation of project activities under the REEDS' RED Program at the district level.
2. Assist in District Level Project Team Formation.
3. Create and update various data sets of enterprises and entrepreneurs in the district.
4. Assist in preparing and diffusion of necessary content for training and capacity building of various stakeholders.
5. Mobilization and selection of potential rural entrepreneurship beneficiaries through required orientation and awareness creation.
6. Ensure provision of required handholding and business support services (including technical, financial, and market linkages; and preparation of DPRs) to the entrepreneurs in the district.
7. Liaison with government departments and financial institutions of the respective jurisdiction to aid entrepreneurs.
8. Ensure regular monitoring and reporting of entrepreneurship development activities in the district.
9. Ensure that both the quantitative and qualitative targets are met.
10. Ensure MIS and monitoring reports are submitted as per the defined timelines.

### Desired Qualification, Skills, and Experience:

1. Graduation/Post graduation in Agriculture, social sciences, rural management, or social work.
2. Minimum two years of experience preferably of working in rural entrepreneurship/livelihood development/not-for-profit sector.
3. Strong communication skills, stakeholder management, strong interpersonal skills, and the ability to work with people from varied backgrounds and levels.
4. Experience in building and managing teams.
5. Good MIS management, analytical, and presentation skills.
6. Good understanding of monitoring and evaluation tools and systems.
7. Proficiency in computer skills - MS Word, Excel, PowerPoint, and Internet communication.
8. Should have exposure to social mobilization processes.
9. Proficiency in Telugu & English - both speaking and writing.