

Job Title	Program Manager	Department	Urban Initiatives
Number of Vacancies	One (1)	Location	Varanasi
Organization Background	<p>ASMITA is a registered charitable trust, founded in 1998 in Varanasi, Uttar Pradesh. This organization caters to the needs of the underprivileged who live at the periphery, especially the women and children in the slums in the city of Varanasi. It exists for the dignity and empowerment of marginalized migrant laborers, widows, children engaged in hazardous situations in the slums, and children who need care and protection. ASMITA aims at the integrated improvement of the living standards of slum dwellers, emphasizing physical and social improvement along with educational activities and vocational training programs, necessary health interventions rescue-rehabilitation, etc. Special focus is given to child development and the empowerment of women and adolescents.</p> <p>Vision: An Integrated Human Society living in freedom, equality, and justice: above all leading a dignified life.</p>		
Program Details	<p>ASMITA is initiating a new program for the vulnerable communities in Varanasi city to attend to various issues of the communities and groups. This includes baseline survey, need assessment followed by interventions across various slums. This would include engagement with children, teenagers, youth, elderly at multi-level interventions on ground.</p>		
Roles Responsibilities	<p><i>Program Planning & Strategy:</i></p> <ul style="list-style-type: none"> • Lead project planning and strategy development in alignment with the overall Urban Initiative Program objectives • Develop advance plan and strategies in alignment with organizational goal, donor expectations and project goal • Use concurrent data, community assessments, and baseline findings to guide strategic decisions and improve program design <p><i>Project Implementation:</i></p> <ul style="list-style-type: none"> • Lead and support the need assessment and baseline surveys across the urban slums • Oversee and guide overall project implementation throughout all phases 		

	<ul style="list-style-type: none"> • Providing leadership insights and guidance to team (PCs, OSRC coordinators, ORWs and Youth Mobilizers) for implementation of urban initiative work in Varanasi slums • Review the program progress periodically and adapt strategies based on the field insights, data and emerging community needs • Support in development of SoPs, digital tools (Kobo, ODK etc.), training/resource materials, and protocols for smooth and efficient project implementation • Keeping an oversight on the budget utilization of the project <p><i>Reporting and Documentation:</i></p> <ul style="list-style-type: none"> • Develop the survey reporting mechanism, conduct data analysis findings and prepare final baseline survey report • Develop and implement effective reporting systems (both digital and paper based) for respective team members at different levels • Prepare detailed annual/quarterly/monthly work plans and progress reports with clear targets, achievements and challenges. • Analyse field data regularly and ensure timely follow-up actions based on the findings • Process documentation at the end of each phase • Case/Human stories- at least two Case stories and two human stories annually • Ensure timely donor reporting <p><i>Stakeholder's Engagement:</i></p> <ul style="list-style-type: none"> • Engagement with key stakeholders (e.g. urban bodies, local leaders, partners, CSOs etc.) for smooth functioning of implementation • Liaisoning with local govt departments and urban bodies to seek support for project functioning <p><i>Team Management:</i></p> <ul style="list-style-type: none"> • Lead and supervise the team for effective implementation • Ensuring monthly work plan for the team members • Capacity building and skill enhancement of team members • Supportive supervision at all levels • Ensure team adherence to organizational policies, program guidelines and reporting requirements <p><i>Others:</i></p>
--	---

	<ul style="list-style-type: none"> • Ensuring adherence to program guidelines, safeguarding and safety protocols • Other organization priorities as and when required
Personal Specification:	<ul style="list-style-type: none"> • Drive for results • Conflict management • Stakeholders' engagement and networking • Technology savvy, able to use software like Kobo/ODK/R etc. • 5 years of work experience as program coordinator or team lead in social sector.
Job Offer:	<p>Full-time: 8 hours a day Salary Scale: INR 30,000 – 35,000 per month (CTC) Contract Duration: 1-year contract with the intention of extension</p> <p>Location: ASMITA, Sigra, Varanasi, U.P. Reporting to: Director</p>

How to Apply

To apply for the post, please send a letter of application stating your interest along with your resume/CV by email to office.asmitaims@gmail.com. The application must reach before 30th November 2025. Post receipt of your application you will be informed about the interview.