

**Job Description of Manager
SETU Abhiyan**



SETU Abhiyan is looking to recruit a dynamic professional as their Manager based out of their office in Bhuj, Kutch district, Gujarat.

Job Purpose

The Manager is responsible for the successful Finance management, Administration and Governance of the organization according to the strategic direction set by the Board members and the Director.

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| Position: | Manager |
| Location: | Bhuj, Kutch |
| Reporting to: | Director |
| Close working relationship with: | Director and Senior Management team |
| Qualification: | Masters in Rural / Business / Finance Management, Development Studies, Sociology or Political Science from reputed Universities |
| Experience: | Minimum 2-5 years of managerial experience perferably with organisations in the development sector. Exposure and knowledge of developmental issues and perspectives prevailing in the country and globally is expected. |
| Travel | Frequent within state and at national level |
| Type of Employment | Full Time |
| Age Preference: | 28 - 35yrs |
| Essentials skills: | Management of finances and administration, leadership, Written and Oral Communication in English and in Hindi with various stakeholders, Coordination and systems management. Network and Analytical skills should be of a high level. |

Primary Duties and Responsibilities

The SETU Abhiyan Manager is expected to perform the following roles and responsibilities:

1. Operational management and Financial Governance

- a. To develop adequate and robust financial management systems within the organization and monitor the same
- b. Management of funds in consultation with the Office Bearers and Director and the Auditor
- c. Ensure that the organization complies with all legislation covering taxation and withholding payments
- d. Identify, assess, and inform the Board Member and Director of internal and external issues that affect the organization

2. Organizational Governance

- a. To ensure proper governance mechanisms put in place and monitoring of the same
- b. To ensure that public documents such as Annual reports, websites are in place
- c. To raise funds, develop proposals, ensure compilation of reports for donors and maintain a healthy relation with the donors but not compromising on the values of the organization.

3. HR-Admin

- a. Oversee the functioning of proper and effective administrative systems, implementation of the human resources policies, procedures and practices including the development of job description for all staff
- b. Establish a positive, healthy and safe work environment in accordance with all appropriate legislation and regulations

Remuneration: Rs.35000 - Rs.40000 commensurate to relevant experience and qualifications

Interested candidates are requested to send their profile, via email at setuabhiyan@gmail.com by 31stDec 2016. Only shortlisted candidates will be called for interview