

SYNERGY SANSTHAN

Job Description- Project Manager

Position: Project Manager (1)

Location- Bhopal, Madhya Pradesh

About Synergy Sansthan:

Established in 2006, Synergy Sansthan is a youth-centric nonprofit organization rooted in the belief that Young People are not just beneficiaries but changemakers. Born out of the vision and commitment of a few passionate youth leaders from rural India, the organization has grown into a powerful movement advocating for a youth-led, gender-just and participatory development paradigm. From its humble beginnings, Synergy Sansthan has evolved into a promising force in youth empowerment in Madhya Pradesh, currently operating directly across 11 districts and extending its reach to 21 districts through strategic partnerships and collaborative networks. Over the past 19 years, the organization has touched the lives of over 3 lakh adolescents and youth from marginalized tribal, rural and semi urban communities—nurturing leadership, strengthening agency and catalysing grassroots change. At the heart of Synergy's work is the empowerment of adolescents and young people, especially those from Scheduled Tribes, Scheduled Castes, religious minorities and people with different gender identities. Flagship initiatives such as HumRahi, Udaan Fellowship and Yuvalaya -Youth Resource Centre have consistently demonstrated that when rural and tribal youth are given the right platforms, they emerge as resilient leaders, social entrepreneurs and advocates for justice within their communities. One of SYNERGY's most transformative contributions has been the incubation and mentoring of early-stage youth-led organizations, many of which now anchor impactful development efforts in some of the most underserved geographies of Madhya Pradesh. Driven by the conviction that systemic change cannot be achieved through project-based interventions alone, Synergy Sansthan has increasingly focused on building institutions, ecosystems and inclusive narratives. The organization works to create safe, enabling spaces where young people can organize, learn, express and lead, thereby gaining not just skills but the confidence to challenge structural inequities and break intergenerational cycles of marginalization. As part of its current strategic focus, Synergy is scaling proven models, promoting social innovation and entrepreneurship among youth and deepening cross-sectoral collaborations. The organization is also investing in policy dialogue, institutional partnerships and youth-led research to amplify grassroots voices in state and national platforms. Today, the organization is striving for youth-driven transformation in central India, building capacities, courage and conviction among a new generation of socially conscious leaders. Synergy Sansthan aims to co-create a resilient, gender-just, youth-centred development ecosystem—one that is recognized, resourced and respected at all levels.

Position Overview:

At Synergy Sansthan, we are dedicated to amplifying the voices of young people and ensuring their active participation in shaping a sustainable and resilient future. The Project Manager provides strategic leadership for the planning, implementation and monitoring of the project on "Youth Leadership, Knowledge and Collective Action." The role is responsible for mentoring the project team, ensuring the quality execution of key interventions, strengthening convergence with government departments and institutionalizing data-driven decision-making and learning across districts. The Project Manager will also provide strategic inputs to organizational leadership and support cross-functional teams in designing effective strategies for developing a youth-centric ecosystem and strengthening overall organizational delivery. This includes recommending improvements to existing approaches and proposing new initiatives based on emerging field realities. The position is central to ensuring that project inputs and contributions

are aligned with the organization's mission, vision and strategic objectives. This role is vital in designing and implementing actionable interventions that foster youth engagement across initiatives and geographies. The position holder will oversee the development of strategies, tools and frameworks, while simultaneously promoting youth-driven campaigns and mobilization efforts. The Project Manager will also coordinate overall project-level implementation, build strong relationships with local stakeholders and guide the design of focused interventions that address priority youth issues, ensuring meaningful impact at the local level.

Key Responsibilities

□ Strategic Leadership & Planning

- Collaborate with senior leadership to define project goals, strategies and initiatives aligned with the organization's mission and vision.
- Lead and oversee the execution of project operational plans, ensuring alignment with strategic priorities and the consistent integration of a gender lens across all initiatives.
- Ensure that work plans, results frameworks, trackers and budgets are coherent, realistic and aligned with implementation capacities.
- Provide operational and strategic support to the leadership team, fostering a collaborative and results-driven environment.

□ Operational Management

- Oversee day-to-day project operations, ensuring efficiency, quality and cost-effectiveness across all project components.
- Monitor and manage the project budget, ensuring optimal resource allocation and adherence to approved financial processes.
- Organize regular review meetings to track key performance indicators (KPIs), identify systemic gaps and initiate evidence-based corrective actions.
- Identify opportunities for process improvement and implement systems and procedures to streamline operations.
- Ensure that all operational activities comply with legal, regulatory, donor and organizational standards.

□ Team Leadership and Development

- Lead, mentor and motivate the project team to meet defined KRAs and targets.
- Design and implement capacity-building, training and professional development plans for team members.
- Promote a positive, inclusive and values-driven work culture aligned with Synergy Sansthan's ethos. Provide regular performance and progress reports to senior leadership, including clear recommendations for improvement.
- Ensure timely and high-quality delivery of project goals through continuous monitoring and adaptive management.

□ Thematic Leadership & Resource Management

- Oversee effective management of human and physical resources, ensuring appropriate allocation and utilization.

- Ensure adherence to procurement and logistics processes for materials, supplies and services related to project implementation and budgets.
- Support innovation by introducing context-responsive solutions with demonstrated effectiveness and potential for scale.

□ **Convergence & Stakeholder Engagement**

- Build and sustain strong relationships with key stakeholders, including donors, government departments, civil society partners and service providers.
- Represent Synergy Sansthan at external forums, consultations and events, strengthening organizational visibility and credibility.
- Support project and cross-functional teams in data analysis, visualization and reporting to strengthen evidence-based decision-making.

□ **Other Responsibilities**

- Undertake any other responsibilities assigned by the Project Director or Senior Leadership from time to time.

We are looking for a person, with:

- ✓ Good sense of humour, ready to learn, assimilate and adapt to the cultural and contextual requirements of a youth focused and youth led team.
- ✓ Master's Degree in Social Work, Gender, Women Development, Rural Management, Business Administration, environmental science, economics, development studies, or related fields.
- ✓ 5–7 years of relevant youth work experience, demonstrating a strong understanding of gender issues among young people, partnership management, operational processes, project management and resource optimization, with a focus on youth engagement.
- ✓ People who have managed grant sizes of 2 cr. and above and directly managed a team of 5-7 people or more. ✓ Strong financial management skills, with experience in budgeting and cost control. Outstanding communication skills, both written and verbal, with the ability to engage diverse stakeholders.
- ✓ Excellent communication, presentation and facilitation skills, with the ability to engage a diverse range of stakeholders, including youth, local communities, government representatives and civil society organizations. ✓ Ability to develop and implement training programs and capacity-building initiatives on adolescent and youth issues.
- ✓ Willingness to travel extensively within Madhya Pradesh and occasionally to other states. ✓ Excellent interpersonal skills and the ability to collaborate effectively with a variety of stakeholders.

Salary - The annual salary for this position ranges from INR 9.00 LPA to INR 9.60 LPA and is negotiable based on the candidate's qualifications and relevant experience. The selected candidate will also be eligible for benefits such as Provident Fund (PF), insurance, paid leaves, and other employee benefits.

We offer an enriching learning environment and the opportunity to work with a team of dedicated and passionate professionals who share a common vision. We are committed to fostering an inclusive workplace. Applications are

invited from female candidates only for this position.

For Apply - apply@synergysansthan.com

Last Date -14-08-2026