Category: Three year contract (with a probation period of six months)
Job Title: Programme and Partnership Manager
Contracting Organization: Mahila Housing SEWA Trust (MHT)
Location: Based at Ahmedabad with National/International Travel

**About MHT:** Mahila Housing SEWA Trust (MHT) was established in 1994 with the overall objective of improving the housing and infrastructure conditions of poor women in the informal sector. Within this general framework, MHT facilitates access to services such as shelter finance, legal advice, technical assistance, information on the housing market, and shelter-related income opportunities for poor working women. Through its advocacy activities, MHT has begun its Climate Resilience programme since 2015 and is specifically looking to develop a built environment and energy portfolio.

**Responsibilities:** Responsibilities will include but not be limited to:
- Identifying and developing partnership with other NGOs for housing and energy portfolio at MHT.
- Working with the team and managing donors, nationally support with fund raising.
- Conducting research and creating a knowledge hub for Built Environment + energy portfolio.
- Advocacy and policy influence at a national/international level.
- Monitoring and following up progress on various proposals, meetings, reports, working papers etc. with concerned authorities;
- Identifying key issues, lessons learned and best practices in the managed programs/projects and ensuring proper documentation.
- Development of proposals, budgets etc. in consultation with a team of programme managers.
- Any other responsibility as given by the organisation.

**Background and experience:**
- Minimum of 5 years of professional experience in project management, in the social/development sector experience in Habitat Development/Energy Climate Change areas preferred but not binding.
- Master’s degree in economics/social sciences/architecture/any other relevant qualification in the development field.
- Skilled in developing results frame work, log frames, Risk register etc.
- Experience in handling projects independently, communicating with donors, making representations in seminars, conferences.
- Designing/planning and coordinating workshops.
- Demonstrative report writing/proposal writing skills.

**Skills Required:**
- Excellent documentation skills and ability to summarize disparate information in a clear and concise manner
- Excellent computer skills, including word processing, spreadsheet programs and data base management
- Strong interpersonal skills, oral and written communication skills especially in English.
- Ability to work independently to efficiently meet deadlines, communicate with donors.

*Remuneration shall be as per qualification and experience preference will be given to female candidates.*

*Interested candidates may send their resume with post they are applying to info@mahilahsg.org.*