



**Programme on Women's Economic, Social and Cultural Rights (PWESCR)
Job Description –Manager, New Delhi, India**

Organization Description:

PWESCR (The Programme on Women's Economic, Social and Cultural Rights) is an international human rights organization based in the global South committed to promoting women's human rights, especially in the context of economic, social and cultural rights by engendering policy, law and practice at local, national, regional and international levels.

PWESCR is organized around three broad goals:

- To build leadership and capacity in the field of human rights and economic justice to promote women's ESCR;
- To foster collaborations to enhance learning, knowledge and skills.
- To develop shared strategies to advocate problem-solving alternatives in the context of gender.

Position Description (Location: South Asia, India, New Delhi) Full Time

PWESCR is looking for dynamic professional as a Manager. It is a management level leadership position in the organisation. The person will be responsible for all aspects smooth running of PWESCR as an organisation. Manager will work closely with the Executive Director and Programme Director to develop a robust office management systems, accounts and finance systems, governance and legal compliance systems, human resource management, and donors and grant management system for the organization. The Manager is an integral to the smooth operation of PWESCR's office.

Responsibilities:

Responsible for all aspects of the day to day running of pwescr's offices. Supervise the administration/accounts and Finance department.

Management:

- Supervise the admin/accounts/finance (AAF) department
- Responsible for hire, induction, training, and appraisal of all staff in AAF dept.
- Maintain personnel files on all pwescr staff
- Manage all PWESCR funds.
- Implement all pwescr policies
- Submit monthly report on status of admin and accounts system and staff with suggested recommendations for improvements to Executive Director.

Governance and Legal Compliance

- Ensure full compliance with FCRA regulations including tax, returns etc.
- Legal compliance – To ensure that TDS quarterly returns, IT returns and FCRA returns are submitted in time.
- Ensure accounts functions are in line with PWESCR office policies including programme advance, travel reimbursements, etc.
- Follow organization compliance and monitoring and provide governance report to PWESCR board of Trustees.

Grant management

- Ensure all donor compliances are followed including donor reports
- Manage all grants systematically and provide ED with regular reports.

- Be a liaison with donors and maintain proper communication.
- Represent PWESCR in international, regional and national events.
- Assisting in fundraising.

Administration Supervisory role:

- The overall administration and management of PWESCR office.
- Develop and install advance admin systems for the organization
- Reviewing personnel management policy guidelines on a regular basis.
- Preparing job descriptions and appointment letters for all employees of PWESCR.
- Supervising the procurement system ensuring the interest of the office at all the times.
- Supervising all administrative staff.
- Prepare duty chart for all admin staff.
- Maintaining leave records and personnel files of all employees. This Include insurance, medical allowances, transportation allowance etc.
- Supervising all printing and publication work.
- Ensure pwescr office is insured.
- Maintain complete inventory of all pwescr properties
- Supervise all contacts with landlord, utility companies, and vendors.
- Develop a user friendly database of all PWESCR contacts
- Develop a proper library system.

Administration Daily running of office:

- Organizing a filing system for filling project documents accounts report and administration reports, typing documents/monthly financial and administrative report
- Supervision of office attendant, and cleaning staff.
- Supervising proper maintenance of all office properties.
- Handle all travel related logistics for staff or pwescr partners as per their travel plans.
- Make office purchases and obtain quotations for the same.
- Payment of office rent, telephone, electricity and all other utility bills on time.
- Responsible for supervising receiving-dispatching and recording of all mail received & courier packages;
- Help organize and coordinate all logistics connect with all PWESCR events. This will include venue management, food arrangements, literature requirements, etc.
- Organizing Staff Meetings and keeping down the minutes of the staff Meetings and circulating them with in the office. And Board Meetings arrangements – minutes book, board member attendance register.
- Assisting the Programme Staff with all the logistics (i.e. Data base, travel arrangements, hotel reservations, local travel etc) while planning meetings outside Delhi.
- Keep inventory of Office Stationery & supervise monthly purchase order. Maintaining and managing office supplies and equipment.
- Provide general office and administrative support.

Finance and Accounts

- Develop, strengthen and maintain proper accounting systems for PWESCR.
- In charge of the overall management of all aspects of accounts and finance for PWESCR.
- Supervise account and finance team.
- Assisting in preparing budgets for new project proposals.
- In consultations with Executive Director, preparing budget projections, cash flow on a monthly basis.
- Reviewing and scrutinizing project related expenditures and financial documents submitted by staff.
- Maintaining and updating accounts and arranging for monthly and 6 monthly audits as needed
- MIS – monthly, project wise, cash status and variance of budget with actual and explanation of variances. Will work with our auditors to get monthly audits and 6 monthly balance sheets prepared by account team.
- Ensure timely disbursement of Salary/payments and admin expenses including bill payments Assistance in carrying out bank related functions

- Assist Accounts and Finance Officer in account keeping, preparation of vouchers, and data entry for bank reconciliation, and trial balance, record keeping, cash book and bank book update, etc. Preparing invoices/ vouchers for payment and bank deposits.

Human resources

- Updating and distributing personnel policies.
- Collecting and distributing staff information and schedules.
- Internship recruitment; orienting new employees and interns; facilitating job searches and hiring.

IT

- Managing the office communication systems, which includes phone, fax, email take care of all IT concerned matters. Checking Email Servers, Networking etc.
- Work with Communication team to maintenance of PWESCR website.
- Be a liaison with AMC and other tech supports
- Assist in purchase of all office equipment.
- Ensure office has the best prices on all services including phone, email, networks etc.
- Maintenance of organizational Data Base and updating it regularly.

Any other task as assigned.

Qualifications:

Required:

- Demonstrated three to five years of experience working with NGOs.
- Advance College degree. MBA or advance accounting or finance degrees preferred.
- Familiarity with FCRA procedures.
- Advance computer skills with familiarity of all office software and hardware.
- Good organizational and strong oral and written communication skills (in English).
- Experience working with international donors.
- Demonstrate ability to be a leader and be able to set the tone for the team.
- Excellent interpersonal skills with an ability to network and liaise in a diverse environment.
- Ability to work autonomously, take initiative, manage multiple and competing priorities, and handle detail. Work to optimize teamwork, learning and efficiency. Very organized and efficient.
- Must be able to travel if required.

Preferred:

- 5-6 years work experience in NGO sector accounting, grant management.
- MBA
- Commitment to social justice issues.
- Experience in grant management and donor relations.
- Experience in funding proposals.
- Experience in financial planning, investments

Remuneration:

Manager at PWESCR is a management level position in the organization and comes with a generous package including benefits. Remuneration depends on experience.

To Apply:

Interested applicants should submit the following:

- Résumé
- Cover letter
- Two letters of reference

These documents are to be submitted to:

PWESCR, Job search
D14 Kalkaji, 1st Floor
New Delhi 110019

Or kbasnyat@pwescr.org

The position will remain open until a suitable person is selected. However, the first round of short listing and interviews will be conducted for all those who send their applications before **November 1, 2013**.

PWESCR is an equal opportunity employer and encourages women to apply.