

Project DEFY Project Manager Position (1)

Background:

Project DEFY is a non profit based out of Bangalore, India that has been working in the sector of self learning through community led maker spaces model. The organisation has worked in India and Africa facilitating the setting up of makerspaces in communities hit by marginalisation and keen on creating their own learning systems.

DEFY also works closely with institutions and organisations to help them create makerspaces in demographics where they want to foster innovation and self learning culture. With this background Project DEFY is the makerspace execution partner for Cisco India, setting up 5 makerspaces in 5 different universities across India to foster IoT innovation amongst university students.

Summary:

Working closely with the universities the Project manager will be responsible for overseeing the execution of the makerspaces in the 5 universities in Delhi, Beneras, Coimbatore, Bhubneshwar and Trivandrum. The project manager will supervise the team of makerspace managers in the 5 universities and create the standard operating documents for suture scale of the project. The project manager will report in to the Chief of Growth at Project DEFY.

Duration:

The total duration of the service contract will be 6 months starting immediately to 31 July 2019. There will be discussion in April about revision of scope and increase of project term.

Location: The position will be based out of Bangalore, India.

Work Experience: 2-5 yrs

Work Performed:

- Set up communication channels with identified university SPOCS, Cisco and NF SPOCS.
- Managing the budget, bills from all 5 locations and co-ordinating with the finance head.
- Prepare project reports monthly for donor submission.
- Coordinate all logistics for events at the makerspaces.
- Create and design along with Head of Communications collaterals etc for the project.
- Travel for various events to the makerspaces.
- Attend weekly meetings and calls with the stakeholders and internal team.
- Create the makerspace specification document containing the following:
 - configuration of the makerspace,
 - including space configuration,
 - requirements for electricity and network bandwidth,

- electrical and network cabling specifications including position and number of outlets, specification for furniture and fixtures and artwork.
- Create a “**Makerspace setup guide document**” which can be used by makerspace managers across the 5 makerspaces which should include sections for
 - Equipment installation guides
 - Equipment organization framework
 - Inventory management framework
 - Makerspace safety instructions
- Create “**Makerspace operations guide**” which can be used by makerspace managers across makerspaces as a guide for day to day operations
- Create **common set of artworks** (posters, pamphlets, banners) which can be printed and used in the individual makerspaces with minimum customization for events, publicity or just inspiration inside the makerspace

Education:

- Bachelors degree required.
- Familiarity with project management and logistics/budget/database/office management skills.
- Prior team management experience in leadership position is preferred.

Job Related Experience:

- Excellent interpersonal skills, strong written and verbal oral communication skills.
- Proven ability to work well with variety of business contacts (internal, local, university staff, corporate contacts.)
- Understanding of creating SoPs and operation documents is preferred.
- Demonstrated ability to handle a heavy workload with a high degree of adaptability, strong problem-solving skills, and ability to effectively work on multiple tasks
- Ability to exercise discretion on confidential matters
- Demonstrated relationship-building skills, positive and proactive attitude
- Must be a strong team player with the ability to establish effective working relationships with peers and superiors
- Must perform detail-oriented work with a high level of accuracy
- Advanced knowledge of relevant software, including MS Excel, MS Word, web based tools/website management/social media tools
- Fluent-level English language skill
- In depth knowledge of IoT sector with relevant networks in the sector.

Compensation: The salary is commensurate with experience

Open date: February, 2019

Close date: February , 2019

Location: Bangalore, Karnataka, India

Documents to attach: a) Most recent Resume b) Covering letter

Send resume by due date to: megha@projectdefy.org

Only shortlisted candidates will be invited for interview. No phone enquiries will be entertained.

- Basic understanding and interest in finance and logistical coordination