
Provisional Offer - Ravi Pandey - Project Manager

Javeria Shaikh <javeria.s@swaniti.org>
To: Ravi Pandey <ravipandey.gurukul@gmail.com>
Cc: Shrayash Jaiswal <shrayash.j@swaniti.org>

Mon, Dec 11, 2024 at 11:04 AM

Dear Ravi Pandey,

Congratulations!

We are delighted to extend this provisional offer for the position of **Project Manager** at Swaniti Initiative.

Vertical / Project- Climate and Sustainability

Date of Joining -Monday, 11th December 2024

Duty station - 13/14, [Block 13, Sarvapriya Vihar, New Delhi, Delhi - 110016](#)

Reporting Authority - Senior Project Manager

Compensation Package:-

- Yearly Remuneration (inclusive of all taxes)- INR 10,80,000/- (Indian Rupees Ten Lakhs Eighty Thousand only)
- Monthly Salary (inclusive of all taxes) -INR 90,000/- (Indian Rupees Ninety Thousand Only)
- Other benefits - The organization will provide you with Employee Health Insurance, covering 100% of the premium. Details of the insurance coverage will be shared with the onboarding email and will commence within one month of your joining.

Annual Performance Review:-

- An annual performance appraisal will be conducted, guided by the Organization's Performance Appraisal Policy. This appraisal may recommend adjustments to your role, responsibilities, and compensation based on your performance.

Your Roles and Responsibilities are:-

1. Conceptualize ideas and strategies leading to the formation of the Maharashtra Consortium, i.e. CSO organizations working in the energy transition consortium for better transfer.
2. Identify key stakeholders who will participate as part of the consortium, conduct a thorough scoping, feasibility analysis etc
3. Identify potential partners and stakeholders to expand the consortium's reach and impact.
4. Cultivate relationships with key stakeholders, including government agencies, donors, and other relevant organizations, to mobilize resources and support for consortium activities
5. Facilitate Community engagement, facilitate dialogue, participation, and feedback mechanisms to involve the community in decision-making processes of the program. This includes planning of a consortium approach to stakeholder engagement
6. Plan, organize, manage, coordinate, implement and monitor the programme strategies and activities including research designs, formats for data collection, monitoring, databases, and dashboards as required.
7. Prepare a detailed MEL sheet to track the indicators for success and report back to the management
8. Facilitate donor management, prepare monthly reports and decks to track progress and update of the program
9. Identify capacity gaps among consortium members and develop strategies to address them through training, technical assistance, or knowledge sharing.
10. Work with the team to create records of consortium activities, decisions, and outcomes for documentation and reporting purpose.

The basic Terms and Conditions of the offer are as follows:-

- This contract is a fixed-term agreement till program completion, with the possibility of renewal upon mutual agreement.

- You will be entitled to 26 paid leave days per annum, inclusive of 8 sick leaves for the annual year. Additionally, you will observe all holidays listed in Swaniti's calendar.
- You are expected to adhere to all organization policies upon joining.
- The minimum notice period in case of resignation will be **45 days or completed knowledge transfer to the satisfaction of the reporting manager.**

You are kindly requested to respond to the offer within 24 hours of the receipt in response to this email. Following the response from your side, the final offer letter will be released. If any further discussion is required, please feel free to let us know.

Kind Regards,

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Javeria Shaikh

Associate Manager - Talent Acquisition

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