

## RIKA India is Hiring!!!



Nov 2025

RIKA India is seeking a self-motivated candidate who is passionate about creating resilient communities. An ideal candidate would have a strong background in Disaster Risk Reduction (DRR) and Climate Change Adaptation (CCA) with sound understanding of DRR, CCA and sustainability frameworks and policies and proven experience in developing and implementing related programs and projects in a variety of contexts. He/she would be willing to work in a multi-disciplinary team with minimal supervision. The position will entail field based engagement based on the project requirements and travels.

**TITLE:** Project Manager

**LOCATION:** Mumbai/Delhi

### **QUALIFICATION AND EXPERIENCE:**

- PhD/MPhil/Masters in Disaster Management/ Climate Change Studies/ relevant discipline from a renowned University/Institute
- Having 5-8 years of full-time working experience in Disaster Risk Management (DRM) and Climate Change Adaptation (CCA)

### **Key attributes for this role**

- **Leadership:** Proven ability to lead and inspire cross-functional teams.
- **Communication:** Exceptional written and verbal communication skills.
- **Problem-Solving:** Strong analytical and decision-making abilities.
- **Adaptability:** Ability to thrive in a fast-paced environment and manage competing priorities.
- **Financial Acumen:** Experience with budget management and resource allocation.

### **ESSENTIAL COMPETENCIES:**

- Project planning, management and implementation
- Ability to undertake both desk-based and field-based research and technical studies
- Familiarity with research methods and statistical tools
- Proposal development and grant writing
- Excellent verbal and written communications in English and sound interpersonal skills
- MS office (Word, Excel, PowerPoint)
- Proven technical report writing and academic writing ability (submit writing samples)
- Experience of handing projects as team lead

### **DESIRABLE COMPETENCIES AND EXPERIENCES :**

- **Certifications (Preferred):** PMP (Project Management Professional), PRINCE2, CSM (Certified ScrumMaster), or equivalent certification.
- **Technical Skills:** Proficiency in project management software (e.g., Microsoft Project, Jira, Asana) and a strong understanding of relevant industry tools or technologies.
- Understanding of Climate and risk modelling
- Awareness on CSR, ESG and climate finance
- Prior experience of working with government agencies, private organisations and NGOs/civil society organizations at international, national and sub-national level
- Exposure to business development strategies

- Effective stakeholder management with excellent networking and relationship building skills
- Proven ability to be flexible in demanding situations and ability to handle multiple priorities
- DPR preparations, bill of quantities etc
- Government procurement processes

## **KEY ROLES AND RESPONSIBILITIES:**

### **Project based roles and responsibilities**

- **Project Initiation and Planning:**
  - Define project **scope, goals, and deliverables** in collaboration with senior management and stakeholders.
  - Develop full-scale project plans, including detailed **work breakdown structures (WBS)** and schedules.
  - Estimate the resources and participants needed to achieve project goals.
  - Develop and manage the project **budget**.
- **Team and Stakeholder Management:**
  - Direct and manage project development from beginning to end.
  - Effectively communicate project expectations to team members and stakeholders in a timely and clear fashion.
  - Liaise with project stakeholders on an ongoing basis.
  - Coach, mentor, motivate, and supervise project team members and contractors.
- **Execution and Monitoring:**
  - Manage and track project milestones and deliverables.
  - Identify and manage project **dependencies and critical path**.
  - Plan and schedule project timelines and milestones using appropriate tools.
  - Track project performance, specifically to analyze the successful completion of short and long-term goals.
- **Risk and Change Management:**
  - Proactively identify and **manage potential risks** and issues.
  - Develop and execute corrective action plans when necessary.
  - Manage changes to the project scope, schedule, and costs using appropriate verification techniques.
- **Quality and Closure:**
  - Conduct project post-mortems and create a recommendations report to identify successful and unsuccessful project elements.
  - Document and archive all project documentation and deliverables.
  - Ensure all project documentation and artifacts are current, accurate, and stored appropriately.

### **Other associated responsibilities**

- Client liaising and presentations
- DRM and CCA plan preparations and capacity building
- Designing and undertaking research and technical studies, concept notes Research and project proposal development and academic modules
- Development of training modules, knowledge management products
- Undertaking field work to support project deliverables
- Undertaking multi-stakeholder advocacy for DRM and CCA
- Any other activities as deemed essential by supervisors

**COMPENSATION:** The remuneration will be as per internal policies and in line with market standards based on the experience and competencies of the candidate.

Interested candidates to submit their CVs at [info@rikaindia.com](mailto:info@rikaindia.com) with a covering letter and writing sample by 7<sup>th</sup> Dec, 2025. Apply through Google Form Link <https://forms.gle/PoNmiuiFZ4Jf1FWb8>

\* Candidates currently enrolled in universities/academic institutions are not encouraged to apply.