



COMMUNITY DESIGN AGENCY

POSITION: PROJECT MANAGER

Architecture and design are more than just buildings. In an ideal world, they create healthy, safe, and vibrant spaces — the foundation of fulfilled lives and thriving communities. Community Design Agency (CDA) is a social enterprise working alongside marginalized communities to transform their built environment. Our goal is to create positive change by addressing the underlying inequalities in the built environment and empowering communities to shape their own futures. We believe that architecture and design facilitate equity, justice, and inclusion, and this is particularly true for those on the margins. Thus, we collaborate closely with marginalized communities, with those residing in inadequate built environments, and strive to strengthen social cohesion, create safer spaces, and enhance climate resilience in their neighborhoods.

Length of Employment: Full Time two (2) year contract, with the option to renew beyond.

Location: Mumbai and Ahmednagar, India

Position Description:

The Project Manager will work under the direct supervision of the Lead, Materials and Technology, and perform routine daily design, budgeting, scheduling and project management activities. The Project Manager must be a flexible and adaptable team-player, as well as have strong communication and client service skills.

The ideal candidate will have prior experience in working in a startup environment and will be comfortable in an interdisciplinary and diverse international company.

Required Qualifications:

- Bachelor's Degree – Civil Engineering or equivalent
- Master's Degree – Construction Management or equivalent
- 5-6 years of industry experience with specific experience in Tier 2/3 cities
- Computer skill including AutoCAD, Sketchup and general Office software
- Knowledge of Critical Path Project Scheduling in MSP
- Excellent contractor negotiation and management skills
- Proficiency in spoken and written English and Hindi
- Strong written and verbal communication skills
- Proficient in project planning, scheduling and budgeting
- Ability to create and interpret codes, drawings, specifications and product literature.

Desirable Qualifications:

- Prior experience in a non-profit/ NGO sector
- Experience with organizations in growth mode

- Flexible and willing to perform tasks outside of the current scope to help the organization grow
- Proficiency in spoken and/or written Marathi

Primary Responsibilities:

- Plan, schedule and oversee construction projects
- Work with the design team to finalize the construction technology, materials etc.
- Coordinate with the structural consultant for any design/construction related issues
- Set up contracts and project organization
- Develop Contract Schedule in conjunction with users, design associates and contractors
- Work with the social team and the design team to understand their requirements and develop a project specific project management solution which benefits all stakeholders
- Oversee and manage project cost, quality and schedule. Issue progress reports.
- Review, forward and track submittals
- Initiate, prepare, review, track and distribute RFI's and Change Orders.
- Review and sign off RA Bills as per work progress.
- Attend project meetings and record meeting minutes
- Perform cost benefit analysis for potential projects and sites
- Manage project close-out
- Communicate and enforce Safety and Health Management Program

This description reflects the core activities of the role but is not intended to be all-inclusive. We are an evolving studio and other duties may be required in addition to changes in the emphasis of duties as required from time to time.

Work Environment:

This job may be performed in the office or on the jobsite (Mumbai and Ahmednagar) and requires frequent sitting (often working on a computer), frequent walking, standing, bending, and reaching.

Due to computer usage, there may be repetitive motions of the hands and wrists.

He/she/they must be able to navigate the jobsite and is expected to be able to comply with all safety regulations in the office and on the jobsite.

TO APPLY:

For immediate consideration, candidates should submit a cover letter and resume to careers@currystonedesign.com with a subject title "**ATTN: PROJECT MANAGER**".

Community Design Agency is an equal opportunities employer.

Last date to apply: 15th March