

Project Manager

Reports to: Principal Investigator

Duration: 1 Year (extendable)

Vacancy: 1

Pay: Rs. 1 Lakh to 1.5 Lakhs per month

Role Summary:

The Project Manager will serve as the operational backbone of the project, ensuring smooth coordination across research, engineering, and field teams. This role is responsible for project planning, timeline management, financial oversight, stakeholder communication, and administrative compliance.

Key Responsibilities:

- Develop and maintain the project execution plan, including Gantt charts, milestones, and deliverable tracking across all workstreams (AI/ML, Learning Science, Software Development).
- Coordinate with school administrators, partner institutions, and EdTech platform vendors to facilitate pilot studies.
- Manage project budgets, procurement (servers, devices, software licenses), and financial reporting.
- Prepare progress reports for funding agencies and institutional leadership.
- Organize team meetings, document decisions, and ensure accountability on action items.
- Handle IRB/ethics submissions and institutional approvals for classroom-based research.
- Manage contracts, NDAs, and data-sharing agreements with EdTech vendors and partner schools.
- Oversee logistics for classroom pilots, including device deployment, scheduling, and data collection coordination.

Qualifications:

- Master's degree in Management, Education, Engineering, or a related field.
- Any non-engineering PG 10 yrs of experience and engineering PG 5 yrs of experience required for managing research or technology projects, preferably in education or social sector contexts.
- Strong organizational and communication skills; ability to coordinate across technical and non-technical teams.
- Experience with project management tools.
- Familiarity with government or institutional funding processes in India is a plus.