Job Title: Project Coordinator

Purpose of Job: Work in a project on “Strengthening People’s Participation through Micro Planning, Baseline Survey, Gap Analysis and Comprehensive Action Plan of Mining Affected Gram Panchayats of Sundargarh district in Odisha” through community and people’s mobilization, socio economic survey, capacity building and engaging communities with local government, training of elected officials (PRI Members) on local governance, planning, budgeting and closely work with local government, block and district administration and the District Mineral Foundation, Sundargarh.

Main Duties and Responsibilities:

- Working as project lead with a team of researchers, consultant and field coordinators and coordination with communities, local government, block and district administration.
- Design development of tools, methods and approaches for socio economic survey, micro planning and training modules for communities, elected (PRI) and government officials.
- Implement the project plan and activities like socio economic survey, village level development plan, training of communities, PRIs and government officials on DMF, local governance, planning, budgeting and development.
- Contributing to the project activities as and when required

Essential Knowledge, Qualifications and Experience:

- A degree and post-graduate degree in Social Work/Economics/Political Science/MBA in Rural Management
- Knowledge on rural local governance, public schemes, panchayatiraj, PESA, micro planning, conducts large scale survey (Social Science Research), analyse data and prepare the reports.
- Knowledge on project management, working with district administration and communities specifically in remote tribal areas
- Minimum 8-10 years experience in project management and working with multiple stakeholders and produce desired time bound results

Skills/Abilities:

- Strong interpersonal skills and cultural awareness
- Skill on community mobilization, PRA tools and engage government stakeholders
- Good presentation and networking skills
- Ability to lead and work in a team and on own initiative
- Ability and willingness to work on remote tribal areas
- Ability to produce time bound desired results as per project plan, monitoring the team and guide

Desirable:

- Previous experience in micro planning, conduct socio economic survey, analysis and report preparation, understand government schemes, research and community mobilization and empowerment
- Experience in producing outputs in a short period of time and for different audiences
- Research experience (socio economic survey, qualitative and quantitative)
- Fluency in a language other than English (Oriya, English, Hindi and local)
- Experience of editing and writing reports, design tools

Remuneration: The remuneration will remain between 40000-55000 INR per month consolidated with the applicants’ ability and experience.

How to Apply: Candidates are strongly recommended to read the Job Profile carefully before applying. Please send your updated CV with covering letter to careerysd@gmail.com latest by 25 February, 2020 along with 2 professional references. The selected candidate would be required to join immediately. Only shortlisted candidate will be contacted. For more details on Youth for Social Development, please visit: www.ysdindia.org/career