

Vacancy Announcement – Project Coordinator

About Parmarth Samaj Sevi Sansthan

Parmarth Samaj Sevi Sansthan is Non-Governmental, Not for Profit – Civil Society organization, working for the weaker and deprived sections of the society. The organization has been working to bring qualitative improvement & changes in lives of the vulnerable. The organization has been made to engage diversified community groups and stakeholders such as women & adolescents groups, youth, social activists, academicians, media functionaries, lawyers, researchers, change makers, students, political forces, panchayat members in the developmental processes.

PARMARTH strongly advocates for participatory processes both within the organization and with the community. The organization believes in principle of transparency and accountability for better interest of poorest & marginalized community. The organization entails a healthy, democratic and gender friendly working environment. (<https://www.parmarthindia.com>)

Position Title: Project Coordinator

Location: Chhatarpur, Madhya Pradesh

Parmarth is looking for qualified and competent persons for Project coordinator position, who have natural flair to integrate with our core values and collaborate / customize with the community needs.

Project coordinator will be over all responsible/in-charge to manage, coordinate, implement the project components and supervise their field team in the execution of SSI project in Chhatarpur district of Madhya Pradesh and have ultimate accountability for the program success.

Your responsibilities:

- ❖ To provide leadership to the team towards successful implementation of the project
- ❖ To train and motivate the team members on project based capacity building, reporting and documentation
- ❖ Coordinate multiple and holistic developmental components including Monitoring, Planning, Training, Strategic Implementation of activities and supervision/ guiding, which are to be carried out within project timelines.
- ❖ Closely work with local Government departments and establish networking
- ❖ Planning and Implementation of project activities in the field
- ❖ To meet deadlines and furnish project related reports, action plans and other information as requested by organization and the donor;
- ❖ To coordinate with Accounts & Admin Team , MIS Officer and the Funding partner/s;
- ❖ Organizing training programs and workshops as well as their logistic
- ❖ Guiding subject matter and Cluster Coordinators on their roles on an on- going basis
- ❖ Overseeing progress/ activities at the GP
- ❖ Monitor progress of all project objectives and deliverables with well developed MIS for proper records

- ❖ Maintain all records and documentation related to project implementation right from beneficiary to field/community.
- ❖ Provide timely recommendations to new processes and/or improvement(s) to secure efficient performance with respect to operational manuals and review standard operating procedures (SOP).
- ❖ To undertake regular field visits to project areas to hand holding, monitoring project implementation and processes and be responsible for its review processes in selected district
- ❖ Ensure quality documentation of the processes at field level and prepare high quality project reports as per the requirement
- ❖ Advocacy support on Water Governance in close coordination with project team members Documentation Officer
- ❖ ensuring inclusive (Dalit, adivasi, women & other marginalised community) and gender specific approach in campaign
- ❖ Handholding support for cluster Coordinators and Village Volunteer as and when required
- ❖ Take an active part in the project issue/risk management process, by contributing to the identification and prioritisation of existing and potential issues and risks, and helping to develop strategies and controls to mitigate these. Use sound judgement to identify which issues and risks should be escalated to governance groups, and prepare relevant reports/documentation.

Education & experience :

- ❖ Professional/Master's degree in Social Work, Rural Management / Development with a minimum experience of 7 years in social sector.

Languages & skills:

- ❖ Excellent command of written and spoken English, Hindi
- ❖ Must have depth and updated knowledge in the area of social development, Water, Sanitation,. - Specifically in program management.
- ❖ Excellent communication and networking skills
- ❖ Cultural competence/a sense of the feasibility of cultural events
- ❖ Experience in conception and implementation of large cultural / sporting events
- ❖ Knowledge of social accountability methods
- ❖ Analytical skill
- ❖ Good understanding of decision-making and policy processes
- ❖ Good working knowledge of MS Office
- ❖ Good working knowledge of Digital data gathering and analysis
- ❖ Report writing skills and familiarity with social media platforms
- ❖ Ability to develop MIS of each intervention and record evidence of result. Develop logical framework and skill to present ppt in big/high-level forum.