

Job Title: City Coordinator - PunarNirmaan (Urban Poverty Reduction)

Position: 01 (One)

Location: Gorakhpur, Uttar Pradesh

Job Summary:

Position Overview: The City Coordinator (CC) will be the main point person responsible for implementation of day-to-day activities at the field level in the three cities- Gorakhpur, Mirzapur and Prayag Raj of Uttar Pradesh. The CC will be responsible for developing City level action plans and ensuring its implementation accordingly in all the three cities. CC will supervise the city mobilisers and volunteers and coordinate the work with informal workers in the city and with the other developmental interventions by IGSSS. CC will ensure timely deliverable of the action plan under the direct supervision of the State Coordinator, with support from the Thematic Team of Urban Poverty.

Key Tasks and Deliverables:

Lead the PunarNirmaan program in the State and work closely with the team members in achieving the objectives of the project.

- Apply integrated multi-disciplinary approaches to meet project management needs.
- Develop implementation plan to foster strategic partnerships with external partner institutions, implementing departments, private sector, academia and CSOs in the specific thematic areas based on strategic goals and priorities of the project.
- Collaborate in the preparation of annual plans & reports, strategic presentations, brochures and other communication material for stakeholder engagement.
- Strategize and plan for mobilizing and organizing informal workers for different budgeted and non-budgeted activities.
- Plan, implement and monitor the project in the intervention areas with worker communities.
- Enhancing Capacities and mentor the community volunteers and Social Change Agents (SCAs), worker communities based on modules/ trainings on project.
- Support the State Coordinator and team to establish Resource Facilitation Centers.
- Identify strategic program areas of cooperation, and key areas for capacity building and institutional strengthening and collaboration.
- Prepare report on progress (physical, financial and other relevant indicators and formats) and flag issues to the State Coordinator from time to time.
- Represent IGSSS at internal and external forums as and when required.
- Document regularly all work accomplished by the team.
- Lead communication with the government and other partners as and when required.
- Provide clarifications to the organization/ Implementing Depts./ agencies on related project issues as and when needed.
- Ensure adherence to the organization's finance manual and other organizational policies in all instances during the program tenure.

Qualification & Experience:

- Master's degree or equivalent.
- Excellent written, verbal and presentation skills in English and Hindi
- Subject knowledge on Nutrition/urban poverty and climate change.
- Having experience working in coordination with different departments/ Urban Local Bodies
- Substantial knowledge regarding program management at field level.
- Experience of working in the development sector, preferably with informal workers and labor issues.
- Skills in community mobilization, capacity building, program planning and management.

- Have excellent mobilizing and organizing skills to implement programs at the community level.
- Substantial knowledge of standard logistics procedures and practices required.
- A good understanding of financial and HR procedures is required.
- Ability to multitask and deal with stressful situations and adhere to deadlines.
- Ability to adapt within the working environment.
- Ability to work in a team setting, sound temperament and leadership skills.
- Ability to be in the field and stay with the community.
- Physically fit to undertake extensive field visits within and outside the state.

Remuneration / Package / Benefits:

Maximum Budgeted Salary to be offered INR 30-35000/- per month (Cost to Organization) based on experience and overall fit including PF as per law. In addition - range of benefits including medical insurance, personal accident insurance, and opportunities for further personal development.

**** Candidates having better experience, qualifications, and keenness to work on Urban Issues can be offered higher responsibilities and better remuneration.***

Application Process:

Interested candidates, please email the following to hr@igsss.net mentioning the position name. Last date of Submission 10th Sep 2023

- Latest updated CV along with the attached Application Form-[APPLICATION FORM.pdf](#)
- Details of 2 references with full contact details in the Application Form
- Expected Salary & Joining date in the Application Form

Local candidates will be preferred.

We encourage women & transgender to apply for this position and will be given priority.

In case your profile does not match with the afore mentioned profile, you are requested not to apply.

Only shortlisted candidates shall be contacted.