

JOB DESCRIPTION

Job Title:	STATE COORDINATOR
Location:	Gorakhpur, Uttar Pradesh with travel anywhere in India
Last Date for responding:	November 05, 2023
Position:	1 (One) [Open for Women Candidates only]
Expected Date of Joining:	As early as possible / November 2023 / Immediate

About the Organization

Indo-Global Social Service Society (IGSSS) is a non-profit organization working with the mandate for a humane social order based on truth, justice, freedom and equity. Established in 1960, IGSSS works for development, capacity building and enlightenment of vulnerable communities across the country for their effective participation in development.

IGSSS implements and supports quality development programs in 21 States and 1 Union Territory in India to empower individuals and communities. Through its programs on Sustainable Livelihood, Disaster Risk Reduction, Gender Equality, Urban Poverty Reduction and Youth Development, IGSSS has reached out to more than 2 Lakh families every year. The programs at IGSSS are targeted towards the poor, marginalized and vulnerable sections of the society with special emphasis on women and children.

Job Role: The State Coordinator will be responsible for all projects implemented in the State assigned to her. She will also be responsible for all state operations including administration, logistics, budgeting, finance, and staff according to IGSSS's policies and guidelines. She will be responsible for deepening and expanding the program portfolio of the state.

Reporting to: At operational level the role is of individual contributor hence She should be self-motivated and actively connected with Thematic Leads, Organization and Program Sustainability and Grant Management Unit.

Working Relationship (not limited to):

Internal: Staff in States, Grant Management, Communication, HR, Admin, and Finance

External: CSOs, Government Department and Ministries, Research Organizations, Networks and National and International Development Agencies

Key Responsibilities

1. Provide overall leadership of project implementation, administration and operations in the state.
2. Responsible & Accountable for the implementation of all projects of IGSSS's thematic priorities including flagship programs in the state
3. Lead, supervise, nurture, and support a team of staff to ensure smooth implementation of the projects.
4. Lead annual program and finance planning for the state based.
5. Plan State level strategies in line with IGSSS's National Strategy
6. Network and build strategic partnerships in the State as well as local administration both Urban and Rural
7. Develop quality reports as per commitments and timelines.
8. Plan financial management for all projects with the Grant Management team.
9. Propose new concepts to address the social issues in the states for formulation of new programs for the State.
10. Analyze, identify and plan for documentation of learnings from the State interventions for IGSSS's Knowledge Centre.

Qualification and Competencies

1. Postgraduate in Social Work or Sociology or Development Studies or any other humanities subjects.
2. Should be in the age bracket of 30-40 years.
3. Minimum 8-12 years of demonstrated supervisory experience in Program Management, Finance Management, Project Implementation, Monitoring and Evaluation, Networking, Liaising, Event Management etc. Experience of Direct Community engagement is a must.
4. Experience of working on and managing a varied range of developmental projects for marginalized communities.
5. She should have good knowledge on urban and rural issues of Indian states. Having experience of working in Rural and Urban Social Sector will be an additional benefit.
6. Managing/ Supervising CSR projects will be an added advantage.
7. She should be actively involved with project staff in planning and implementing the project.
8. She should have excellent communication skills to work with the different groups in communities.
9. She should have knowledge and interest in working with different government departments with a special focus on local self-governance.
10. She should be good command over regional and English language (reading, writing and speaking) skills.
11. She should be flexible and enthusiastic to take additional responsibility to ensure the achievement of IGSSS vision and mission.

Remuneration / Package / Benefits:

Salary will be 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.

We at IGSSS believe in creating Diverse Environment and Equal Opportunities. First preference will be given to Women Candidate. We are committed to fair employment practices & procedures.

Application Process: Interested candidates, please email the following requirements to **hr@igsss.net** stating the position name in the subject line. Last date of Submission is 28th Oct 2023

Requirements:

1. Cover letter stating the post applied for
2. Latest updated CV
3. Details of 2 references with full contact details
4. Expected Salary & Joining date.

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

Only shortlisted candidates will be contacted for Interviews.

Please also note that phone calls with regard to the applications will not be entertained.

