

## **JOB SPECIFICATION: RURAL COORDINATOR**

**Job Title:** Rural Coordinator

**Number of Position:** 03

**Location:** Kalahandi, Orissa (1); Wardha, Maharashtra (1); Mahoba, Uttar Pradesh (1)

**Reporting to:** State Coordinator of respective state

### **Position overview**

The Rural Coordinator is responsible for managing all aspects of the programme implementation in the target villages including finance, monitoring & evaluation, human resource, hiring of resource persons, networking with Block, District and State Government Stakeholders, enhancing the organization outreach and participation at district, state and national platforms. The position involves intensive (day to day) travel to the target villages based on the programmatic needs.

**Project Name:** BRICKS (Building Resilience in Communities through Knowledge and Support)

### **Key Performance Area**

#### **Program Management**

- The Rural Coordinator will be the main point person responsible for the day-to-day activities' implementation for the project/s at the field level. Village level and District level action plan are developed and are implemented accordingly.
- The coordinator will strategies and plan for mobilising and organising people for different budgeted and non-budgeted activities and share Detail Implementation Plan with team for transparent and effective implementation of the project. The coordinator will ensure that the project outputs are achieved as envisaged in the project proposal.
- The coordinator will be the person responsible for ensuring filling up the all the project data in the MIS online for IGSSS.
- Quarterly planning, budgeting, and implementation of all programs at village level is the responsibility of the coordinator.
- Identifying capacity need of field team and organize capacity building program to implement the project successfully.
- Maintain regular communication with state office in case of any assistance/support needed.

#### **Knowledge Management**

- Collect, collate experiences from the field through personal visits and interaction with various stakeholders, in order to identify those that can be ploughed back into programme design and implementation, for more effective realisation of programme outcomes.
- Document and disseminate experiences from the field that exemplify innovation and best practice, through various media, in order to ensure the effective representation and visibility of IGSSS as a credible and professional social development organisation.
- Examine and scrutinise programme operations, through experimental and innovative initiatives, in order to enhance the effectiveness and efficiency of programme management.

#### **Finance and resource management**

- Prepare realistic budget, in collaboration with Finance and in line with organizational norms, in order to achieve project results effectively and efficiently.
- Robustly track and analyse budget trends and variance, through monitoring and accompaniment, in order to ensure smooth fund flow and effective utilization of funds as per the project framework.

### **Collaboration and linkages**

- Build relationships with government agencies in concerned operational areas, through building awareness on available government resources, facilitation of interaction between government and community on issues of access and availability, in order to develop credibility and confidence on both sides
- Build and nurture effective relationships with likeminded organisations in the operational area, through regular interaction and exchange of information and resources, in order to build on synergies and convergence for collaborative actions and replication of best practices.
- The coordinator should ensure that the local self-governance is involved in all the project activities.
- The main responsibility of the rural coordinators will be to link the projects with local self-governance and work in coordination for better convergence.
- Represent Indo-Global Social Service Society, when liaising with government authorities, donors, local authorities and other organisations in the project area
- Planning and implementation of the project in the intervention areas with community support and involvement, with strong focus on village level collaboration

### **Qualification and Competencies**

- Bachelor/Master's degree or equivalent in Ecology and Environmental Science, Rural Development, Sustainable agriculture and Food Security, Climate Change from recognized institutions and universities
- Minimum 5 years of practical experiences on community led resource conservation and management, climate resilient farming and integrated livelihood, Disaster Risk Reduction, Community Forest management, In situ soil and water conservation, biodiversity conservation and management, collective production and marketing, participatory planning, and documentation.
- Ability to be in the field and stay with the community.

**Remuneration / Package / Benefits:** Maximum limit Rs. 30,000 to 35000/- per month CTO 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 are equal opportunity employer, Women and Transgender are encouraged to apply.

Application Process: Interested candidates, please email the following to [hr@igsss.net](mailto:hr@igsss.net) mentioning the position name & location. **Last date of Submission 31<sup>st</sup> Jan 2024.**

- Latest updated CV
- Details of 2 references with full contact details
- Cover letter
- Expected Salary & Joining date

Only shortlisted candidates will be contacted for Interviews.

**Expected Joining Date:** Feb 2024