

JOB DESCRIPTION- DISTRICT COORDINATOR

Position Overview

The position District Coordinator – Bal Mitra Gram is designed to obtain high-quality professional leadership for implementing KSCF’s Programmes and related projects. The incumbent is expected to lead its direct action arm and contribute to the development, integration and execution of the KSCF strategy.

The position holder will be responsible for guiding and ensuring effective implementation to achieve sustainable positive changes in the lives of children. S/he will also ensure building of effective projects monitoring & evaluation system in order to achieve the overall objectives of the focused initiatives of the KSCF. S/he in this position will be accountable for ensuring effective integration of quality field projects, with selected advocacy interventions/social campaigns, and thereby advancing synergistic, long-term, and sustainable impact in the lives of KSCF’s Impact Population.

The position holder would also coordinate with key Program forums, networks etc., and ensure KSCF’s value-addition in the Program work.

Key Responsibility Areas

Programme

- To ensure smooth implementation and coordination of KSCF's Bal Mitra Gram (Child Friendly Village) programme
- To supervise all project staff in the project locations and provide strategic direction to the team
- Pay regular visits to the project villages to strengthen community outreach and ensure implementation of project activities
- To design work plan and activities for project villages in the project area and ensure overall implementation of work plan
- To contribute in design of all project related surveys in the project area and ensure in their implementation.
- Participate in any other activities that may be required to fulfil the objectives of the programme
- Stay informed about larger educational, economic and developmental issues as well as those that relate to the organization’s programmes.

Documentation

- To oversee collection of data and preparation of project/ progress reports in accordance with schedule finalized by the central office.
- To monitor preparation of reports and finalization of reports as per schedule.

- To oversee process documentation and documentation of best practices

Networking and advocacy

- Develop and strengthen partnerships with the local government, civil society organisations and other stakeholders for implementation of project activities.
- Take a lead role in advocacy and dissemination activities with the Government during the project period

Administration and finance

- Identify need-based training of the staff in accordance with organizational policy and carry out annual appraisal based on agreed work plan.
- Conduct weekly/ fortnightly/ monthly meetings with staff, seek and apply inputs from the staff for effective programme implementation.
- Ensure financial monitoring of the project activities in accordance with the narrative report
- Ensure implementation of financial and administration policies of the organisation
- Maintain the Office and all the documents kept there in good and safe condition.
- Ensure safety security of staff and assets of KSCF Office.
- Help in identification and recruitment of the project staff, associates and consultant in consultation with the Central Office in Delhi.

Leadership

- Recruit, lead and develop the Programme team in field, including setting performance objectives and performance reviews together with your supervisor.
- To build internal capabilities, in both people and processes.

Additional Duties:

- The duties and responsibilities as set out above are not exhaustive and you may be required to carry out additional duties within reasonableness of your level of skills and experience, as and when assigned by the supervisor

Key Performance Indicators

- Adherence to timelines for submission of monthly reports and the quality of work delivered.
- Level of execution –Number of community events held Effectiveness of program delivered on ground
- Quality of Program -How well has the program progressed and if the community is satisfied with the benefits
- Quality of documentation maintained.

- Network and Advocacy Initiatives - Promotes the mission of the organization among the local community Stakeholder engagement, and advocacy across the organization's priority areas.
- Timely submission of Monthly reports.
- Your performance will be monitored and assessed on both a monthly as well as annually based on the above KRAs and Performance Indicators.

KEY POINTS:

- **The person should have 3-4 years of experience of working in the field.**
- **Should be ready to reallocate.**
- **Should be adept to travel extensively in interiors.**
- **Should be a team player and possess leadership skills to take the team along.**
- **Should be able to drive a two-wheeler.**
- **Interested candidates kindly share current CTC, expected CTC and notice period.**