

JD of Project Coordinator, Saahas

Location: Gurugram, NCR

Project: Holistic ward level waste management model in Gurugram

Summary

The Project Coordinator plans and executes directly or through Field Coordinator(s) all activities related to the project(s) and will report into Program Manager. Project Coordinator is responsible towards all the deliverables of the project(s). Typically, each Project Coordinator handles 1 or 2 projects.

Primary Duties and Responsibilities

- Plan the delivery of the project(s) in accordance with the goals and objectives.
- Develop and implement long-term goals and objectives to achieve the successful outcome of the project.
- Develop project monitoring templates and records to track and document various activities. Prepare work schedules for Field Coordinators and monitor their activities.
- Conduct performance evaluation and provide feedback to Field Coordinator(s). Write reports and manage client/partner communication for the project.
- Monitor various project expenditures and ensure financial discipline.
- Coordinate the delivery of services among different activities to increase effectiveness and efficiency. Help with project staffing primarily recruitment of Field Coordinator(s).
- Communicate with clients/partners and other stakeholders to gain community support for the project and solicit input to improve the same.
- Enlist the cooperation and assistance of Government Departments, NGOs and other citizen initiatives wherever required, to ensure achievement of project objectives.
- Engage volunteers for appropriate program activities using established volunteer management practices.
- Ensure that all program staff receive an appropriate orientation to the organization and the programs.
- Identify and evaluate the risks associated with project activities and discuss with Program Manager to take appropriate action to control the risks.
- Monitor the project activities on a regular basis and conduct an annual evaluation according to the program evaluation framework.
- Report evaluation findings to Program Manager and recommend changes to enhance the program, as appropriate
- Should be comfortable with social media sites like Facebook, LinkedIn, etc to handle the project handles.

Saahas

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080 – 41689889; www.saahas.org**

Working Conditions

- Program Coordinators typically spend 40% time in an office environment and 60% on the field. There is extensive in-city travel and driving and owning a two-wheeler is critical. There could be some out-station travel component depending on the project profile.
- Program Coordinators work a standard work week (6 days a week with 2 Saturdays off in a month) but may be required to work some evenings and weekends to monitor project activities.

Qualifications

Graduate or Post Graduate

Experience

2 to 5 years of experience. Experience in Development Sector, Waste Management, Environment Sector, Community Outreach programs etc is preferred.

Knowledge, Skills and Abilities

- Interest, experience and knowledge about sustainability and waste management issues.
- Basic knowledge of Project Management.
- Basic knowledge of Digital Marketing and Software management will be an advantage
- Comfortable in conducting awareness sessions and coming up with new ideas to create awareness among the citizens.
- Comfortable in written and spoken English, knowledge of Hindi would be useful.

Personal Characteristics

- **Behave Ethically:** Understand ethical behaviour and business practices, and ensure that own behaviour and the behaviour of others is consistent with these standards and aligns with the values of the organization
- **Build Relationships:** Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the organization.
- **Communicate Effectively:** Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
- **Foster Teamwork:** Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.
- **Organize:** Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information and activities.
- **Solve Problems:** Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.

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