

# Project Coordinator

## About Gram Vikas

Gram Vikas ([www.gramvikas.org](http://www.gramvikas.org)) is one of the largest NGOs in India and is headquartered in Bhubaneswar, Odisha. Started in 1979 by Joe Madiath, Gram Vikas has developed a unique and sustainable development model for the underprivileged villages that is based on principles of inclusion, cost sharing, social equity, gender equity and sustainability. Its award winning flagship program MANTRA targets social transformation using "water and sanitation" as an entry point. Further interventions in areas like livelihood, education, health, people's institutions and enabling infrastructure are also facilitated. Over the years, Gram Vikas has transformed lives of nearly 400,000 people and 75000 families spread across 1200 habitations. Gram Vikas' operations are spread across multiple states of India and a few countries in Africa.

Gram Vikas' mission is to promote processes which are sustainable, socially inclusive and gender equitable to enable critical masses of poor and marginalised rural people or communities achieve a 'dignified quality of life'.

## Job Description

To achieve organizational objectives under the MANTRA / Other Gram Vikas programmes at the field project level and to extend the initiative to other areas.

1. Programme Initiation: Part of the start-up team to initiate the programme at the project area and to extend to other villages by being lead motivator.
2. Implementation: Development, implementation and management (assisting where needed) of annual project plan, Monitoring progress and evaluation of programmes which have been signed up.
3. Management: Lead team comprising of supervisors, volunteers, and village representatives, Assist in recruitment, Develop supervisors/teams through formal and informal training to include mentoring and Acting as an interface between field staff and senior management
4. Financials: Manage and monitor budget for project, Assist PM in preparation of annual budget, Preparation of trial balance in conjunction with the project accountant
5. Liaison & Networking: Acting as intermediary between office, PRIs, government and non-government agencies and representing office at appropriate for.

## Desired Profile

### Qualifications and Experience

Social Work/ Rural Development / MSW / Graduate in Agriculture / Horticulture / Forestry

### Other Important Qualities

Mandatory: (1) Demonstrable track record of a minimum two years in development works at grassroots or field supervisor. (2) Effective communication skills (written and verbal) in Oriya/Hindi and English

Desirable: (1) Leadership skills and ability to coach and develop others. (2) IT skills for status tracking and reporting, i.e. Excel, Word, PowerPoint

### Place of Posting

Any of the field offices of Gram Vikas within and outside Orissa (with 75% travel to various villages / sites)

### Compensation

Salary and benefits are benchmarked in the non-profit sector and commensurate with experience and internal equity.

### Application

The applicant should send a CV and must be accompanied by two references, one of which is from the last 3 years of work. Applications should be sent by e-mail to: [info@gramvikas.org](mailto:info@gramvikas.org)

Closing Date: November 30th, 2014.

Only short listed candidates will be notified.