

Job Description

Project Coordinator for “Academic excellence through remedial courses and life skills” project

BACKGROUND

The Hans Foundation, established in 2009, is a non- for -profit, Public Charitable Trust that that works for the improvement of quality of life for underprivileged communities across India through Health, Education, Livelihood and Disability sector interventions. THF undertakes direct implementation of projects on the ground in addition to providing funding support to not-for-profit organisations in India through its donor – RIST, USA. THF’s Strategic planning focuses on key areas of its work with the aim of addressing the key issues of poverty alleviation, economic inequalities, and 360° impact on the quality of life through social development programs. THF’s programs are majorly implemented in the most rural and under-developed areas in the country. Over the years, THF has expanded its charitable activities in collaboration with State and Central Governments, institutions, corporates, academia and non-government organizations for sustainable interventions to achieve scale and economy. The interventions implemented by the foundation range from grass root level to national level programs.

PROJECT: Academic excellence through remedial courses and life skills

The project would provide remedial courses and life skills programme session to the students studying in class 6th to 12 standards to increase their academic excellence and individual competencies.

This approach dramatically improves individual’s chances to reach their full potential and functioning, have better education along with their life skills enhancement to improve their life. The Hans Foundation is creating more such facilities and services in the country to reach the last mile of targeted community while aiming to achieve the goal.

This project would be operated through well-established centre in four villages and will conduct evening classes from 5pm to 8 pm.

Location of Job: Thanagazi block of Alwar district of Rajasthan (Project location)

Head office : Gurugram

Type of Employment: Contractual for a period of 1 year, renewable basis project requirements

No. of Position : 01

Duties & Responsibilities:

a) Project Management

- The Coordinator will be responsible for the management of the project-remedial and life skills programme
- Identification of students and enrolling them in classes
- Conducting baseline survey at field level and submission of data to the THF.

- Conduct parent meeting and identification of gaps that make barriers to provide education to the students
- Conduct awareness program at village level about the services and importance of education
- Ensuring full attendance and participation of the students
- Overall support to the Project Manager and achieve the goal of Vision and Mission of the concerned projects.
- Preparation of monthly and quarterly progress update reports for THF.
- Day to day visit at remedial classes and interact with staff and students.

b) Stakeholder Management and Liaison

- Building consensus amongst various stakeholders on key issues and initiatives of the project
- Ensuring smooth communication and coordination between PRI, CBOs, Government department, and THF
- Work with stakeholders to assess program performance

c) Team Management

- Lead the project implementation team
- Conflict resolution between staff members, students and stakeholders
- Supervising of projects and submitting reports to the Project Manager

d) Reporting

- Develop monthly, and quarterly reports and submit to the Reporting manager.

e) Finance and Administration

- Maintaining a record of student and teacher attendance, and also the bill and voucher if any

f) Procurement

- The prerequisites related to the ongoing activities need to be submitted to project manager a month advance for the procurement
- Identification of three vendors and suppliers need to be done

Reporting to: Project Manager of THF.

Other Indicative Requirements:

<p>Educational Qualifications</p>	<ul style="list-style-type: none"> • Minimum graduate degree in social studies and humanities and Management any related field of study
<p>Functional / Technical Skills and Relevant Experience & Other requirements.</p>	<ul style="list-style-type: none"> • 3 to 5 years of relevant work experience in the development sector • Candidates with experience in education sector and community based program is highly deserved. • Candidates having experience in implementation of education project at village and block level will be highly preferred.

Working days and Timings	<ul style="list-style-type: none"> Monday – Saturday Timings – 8 hours of duty
Holidays	<p>Sunday</p> <ul style="list-style-type: none"> Other Gazetted Leaves (As per the list of THF)
Salary	<ul style="list-style-type: none"> Rs 35000 Per month

Required Skills & Competences:

- Giving close attention to details and demonstrating ability to handle sensitive or confidential information
- Ability to lead and drive the project with a vision to achieve transformational change
- Strong interpersonal, negotiation, and conflict resolution skills
- Have an empathetic & compassionate attitude. Sensitive towards the needs of children
- Ability to analyse complex problems, craft possible solutions and recommendations

THF is an equal opportunity employer that encourages women, people with disabilities and those from economically and socially excluded communities with the requisite skills and qualifications to apply for positions. We do not discriminate in employment on the basis of caste, creed, religion, sex, sexual orientation, marital status, disability, or any other such matter.