

**Reference No.: Gram Sathi/2023-24/221**

**Date: 23-11-2023**

### **Job Opportunity – Block Coordinator**

Gram Sathi is working in Jharkhand for Socio-economic development of bottom of pyramid population in the sectors of sustainable agriculture, Natural Resource Management, Climate Change Adaptation and women Micro-Entrepreneurship. Gram Sathi is currently hiring Block Coordinator for implementation of Programmes in action areas of Gram Sathi. The Candidates should be willing to stay and work in the rural areas of Ramgarh Block Dumka district.

The Block Coordinator will be responsible for overall coordination and implementation of all Block level activities and providing guidance and handholding of field level program staff. This includes the areas of community mobilization, health awareness, institution building in the community, livelihood planning, and regular monitoring of the activities of field staff and organizing capacity building and awareness program for the community members/ project participants and field staff. Position needs to be based in field area. S/he will be responsible for overall managing camp office at its activities and coordination with Government functionaries, local NGOs, development consultants and govt. agencies-based project areas in close consultation with Program Officer of Trickle Up to achieve the project outcomes maintaining organization standard procedures related to:

1. Reducing vulnerabilities of the community in terms of health status, food security and nutrition.
2. Capacity building of Natural leaders in the community for taking up charges of their own community development by themselves.
3. Promoting sustainable livelihoods among the community.
4. Strengthening community level institutions for social and financial inclusion.
5. Facilitating access to the entitlements of the community people.
6. Capacity building of the community people and social leaders for taking charge of their own development.
7. Convergence with government and non-government development agencies for enhancing overall wellbeing of the community.

**Position Title:** Block Coordinator

**No of Vacancy:** One

**Location:** Ramgarh Block in Dumka district of Jharkhand

**Job Type:** Full Time

**Education Qualification:** Post Graduate or Graduate in Agriculture, Rural Development /MSW or in field.

**Experience:** Agriculture Graduate /Post Graduate / MSW /MARD will be given opportunity. For others, at least 3 years experiences in development/similar Sector are required.

The Candidate Should be willing to travel extensively for implementation of Programmes in the rural areas, the candidate should have driving license and own Vehicle. The Candidate should be able to communicate in Hindi and English.

### **Principal functions of the Block Coordinator:**

Program Management and Monitoring:

- Lead the field level project implementation process, developing monthly action plan and its implementation that is align with standard operating process of the project and project delivery system.
- Working closely with the local Field Staffs and overseeing their day-to-day activities to ensure quality inputs to the community and expected outcomes of the project maintaining the project timeline.
- Handholding of project team members and troubleshooting in the project implementation process at field level.
- Facilitate the capacity building process of Natural leaders for promoting sustainable development and overall wellbeing in the community.

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- Organizing awareness building programs, training and workshop as per project implementation process and timeline.
- Schedule weekly meetings with M Powered program persons, BDO block officials for proper implementation of the project.
- Representing monthly review meetings at the block level in close consultation with Program Manager, TATA M Powered.
- Rolling out project M&E system and MIS and prepare monthly reports, project MIS and database related to the project and getting it communicated to Program Manager,
- Conduct field visit/ household visit of the community people based in the project area.
- Interaction with the community and monitor overall progress of the project as per monthly action plan.
- Preparing and submission of reports (Field visit reports, monthly, quarterly program reports etc.) as per the deadline, handling correspondence and drafting the reports as and when required.
- Setting up Block level and field level administrative procedures as per rules and regulation of doner agency for effective implementation of the project.
- Establish and maintain effective working relationships with community people, Natural leaders, local partner NGO, government officials, representatives, various line departments, marketing organizations and the public.
- Documenting the best practices adopted in the project in the development of the community.
- Work closely with Program Manager, TATA M Powered and other senior program personnel to complete project deliverables within timeline maintaining program quality and procedure of the organization.
- Acting as the local contact of Trickle Up at the block and district level and represent organization in different meetings, workshop as and when required.
- Other tasks as assigned.

**Grant Management and Financial Management:**

- Coordinate with Finance & Administrative Officer/ Associate – Accounts and Administration TUPI Program for managing project implementation process at field.
- Ensure that program staff at field level have programmatic guidance and oversight and to enable them to complete project deliverables.
- Overall responsibility to develop and perform against the field level project budget in close consultation with Program Manager, TATA M Powered and Finance & Administrative Officer/ Associate – Accounts and Administration.
- Work closely with the accounts team to ensure that field level expenditure is managed in accordance with the project budget.

**Human Resources:**

- Supervise and performance management of field staff of the project.
- Ensure that staff follow all applicable TUPI policies and procedures including Trickle Up's Code of Conduct.
- Work closely with Program Officer, M&E Manager, Senior Program Staff, Finance and Administrative staff for effective team coordination.

➤ **Key Skills Requirements:**

**Functional Competencies:**

- Leadership.
- Establishment of team dynamics.
- Creation of productive work environment.
- Setting targets for high performance with proper quality.
- Team building at field level.
- Using team to accomplish the goal

**Interpersonal skills and cultural awareness:**

- Excellent interpersonal skills.
- A team player, with the ability to network and work effectively in a multicultural setting.
- Cultural sensitivity and a demonstrated understanding of individual's learning capacity, respect to wisdom.
- Sense of work ethics.
- Knowledge of professional work environment.

**Values and Behavioural Competencies:**

- Strong leadership, communication, and people management skills.
- Ability to provide and accept constructive feedback.
- Innovative and collaborative, including across different stakeholders.
- Flexibility and a sense of humor.
- Share knowledge and support a culture of learning.
- Demonstrate fairness and transparency.
- Demonstrate respect to individual's dignity and human values.
- Maintaining of a good flow of communication and information between all involved institutions and counterparts and
- Contribute to the regional team goal by working effectively as a team player adopting collaborative & consultative ways of working.

**Remuneration:** There will be a probation period of 3 months from the date of joining, during which, he/she will receive consolidated remuneration of Rs. 30,000 Per months. After successful completion of the Probation period, he/she will be entitled to get remuneration of CTC Rs. 33,000/-.

Interested candidates are required to send their updated CV through email to [gramsathi@gmail.com](mailto:gramsathi@gmail.com) latest by 30<sup>th</sup> November 2023. The shortlisted candidates will be called for interview.

Female Candidates are encouraged to apply.