

<b>POSITION</b>	<b>Project Coordinator</b>
<b>REF</b>	<b>FRACLTNGO1_1</b>
<b>LOCATION</b>	<b>Bengaluru</b>

#### **COMPANY PROFILE**

The NGO which began its operations in 1994 is of the belief Every Child has the right to live with dignity and the school is where the child's dignity is set, At the core of all of the NGO's initiative is the commitment to provide a life of self-respect, self-worth and dignity to children in school towards making the right choices for health, education and livelihood. It has worked with more than 10,000 adolescent youth between the age of 14 to 24 years from selected slums in Bengaluru city and is working closely with the government and has been working in government schools to promote education, prevent drop-out rate, protect children from trafficking, provide counseling support to address behavioral issues for children from various vulnerable communities.

#### **THE ROLE ( 2 Projects) :**

- Getting the desired permissions from the government and school authorities to run the projects in school premises and also for using the desired school infrastructure
- Day to day coordination with the respective school principals for ensuring the smooth implementation of the project
- Ensuring the achievement of all milestones and deliverables
- Ensuring that the Project complies with all applicable laws
- Conducting baseline research and impact evaluation of all interventions and disseminate reports on yearly basis
- Monitor the project on day-to-day basis and share the data in the form of dashboards and MIS (drop-outs, student wise attendance in sessions, assessments score etc.) on a mutually agreeable frequency.
- Coordination with all the training partners , orientation of Students, selection of students' batch formation, selection of trainers, orientation of trainers,
- Design schedule of skill training
- Maintain Inventory
- Implement the Monitoring & Evaluation Framework designed by the project for measuring the program outcomes
- Coordinate with the parent organization and project teams.
- Maintain Documentation (success stories, photographs), proposal writing, MoU writing
- Coordinate and attend a quarterly reporting call with all parties.
- Planning and budgeting

#### **REQUIRED**

- Master's degree in Social work or equivalent
- 3-4 years' experience in social sector/ Health / Education / Livelihood
- Knowledge in M.S Office, Data Analysis on Excel(Basic) and Report writing, Project Management, Team Management, Presentation skills, Documentation, Communication skills(written and Oral in English, Kannada & Hindi &), Networking
- Ability To work independently & collaboratively with Internal & external Stakeholder
- Excellent Written & verbal skills (in Kannada, English is desirable and in Hindi is preferable)
- Currently residing in Bengaluru
- Required own two wheeler