



NATIONAL INSTITUTE OF RURAL DEVELOPMENT AND PANCHAYAT RAJ
(Ministry of Rural Development, Govt. of India)
Rajendranagar, Hyderabad – 500 030

INVITES APPLICATIONS FOR POSITIONS
“PROJECT COORDINATORS”

About the Project:

The Government of India aims making India Swachh Bharat by October, 2019. As on today around 137 out of 678 districts (20.2%), 1342 out of 6631 blocks (20.2%) and 91781 out of 257357 (35.7%) Gram Panchayats have attained ODF status. It is a formidable task for India to make the remaining Gram Panchayats (165576) ODF by October, 2019. **National Institute of Rural Development & Panchayat Raj-NIRD&PR, Hyderabad** is well recognized as one of the Key Resource Centers of Swachh Bharat Mission (Grameen)-SBM (G) by Ministry of Drinking Water & Sanitation, Government of India for building the capacities of key stakeholders of different States based on their demand. As part of this engagement, it had conducted several workshops and trainings for different stakeholders besides development of knowledge products on various components of rural sanitation. Recently NIRD & PR had entered a partnership with UNICEF field Office, Hyderabad to provide intensive capacity building support to three states Andhra Pradesh, Karnataka and Telangana contributing to creation of Swachh States through empanelled Master Trainers. Initially this project is for three months but will be extended based on demand from States and performance of the project.

Under this project, NIRDPR plans to recruit two Project Coordinators to support this project. The role of the Project Coordinator is to coordinate, monitor and reporting various project activities of the project including budget releases, expenditure and submission of UCs and, management of Master Trainers, besides undertaking day today activities of the project.

Keeping in view, the Applications are invited for the Two (02) positions of **Project Coordinators**, on Project mode engagement by NIRD&PR in the collaborative project of UNICEF and NIRD&PR titled “Swachhata Prashikshaks” (Trainers team on Sanitation) for Andhra Pradesh, Karnataka and Telangana for **a period of three months**. The details of the eligibility, job description and other requirements are as follows:

Position	Project Coordinator(2 Nos.)
Consolidated remuneration per month	Rs. 50,000/-
TA/DA	As per norms of NIRD&PR
Essential Qualifications	Post Graduate degree preferably in any Social Science /Rural Development/Management with strong academic background
Experience	<ul style="list-style-type: none">• 5 years development experience with any national or state agencies or government out of which at least one year in WASH sector.• Minimum one year of experience in managing large scale development / corporate projects preferably WASH projects• Proven experience in designing and facilitation of participatory trainings and

	preparation of training modules <ul style="list-style-type: none"> • Excellent written and verbal communications skills in Telugu or Kannada • Proficiency in English and spoken skills in Hindi • Proficient in MS Office (MS Word, Excel and Power Point); • Ability and willingness to travel across three state at least for 5 days in a month (Andhra Pradesh, Karnataka and Telangana)
Desirable Qualifications	<ul style="list-style-type: none"> • Good networking and partnership building skills • Experience of facilitation of Community Led Total Sanitation approaches • Experience of creating sustainable Open Defecation Free GPs • Experience in managing teams • Good documentation skills
Maximum age	Not more than 55 years
Last date for receipt of the application	15.09.2017

The applications are to be addressed to Assistant Registrar (E), National Institute of Rural Development and Panchayati Raj (NIRD & PR), Rajendranagar, Hyderabad – 500 030 and also encourage sending soft copy to crinirdpr@gmail.com.

There is no prescribed application. However, prospective candidates shall submit their CVs/Resume with exclusive mention about fulfilment of prescribed qualification, age and experience.

Only shortlisted candidates will be called for Interviews. All communications will be through e-mail. Hence, all candidates are advised to mention clearly their e-mail/contact number in their application.

Roles and Responsibilities Description

- The role of the Project Coordinator is to coordinate, monitor and reporting various project activities of the project besides undertaking day today activities of the project.
- Be responsible for planning and organizing various project level capacity building events for master trainers in terms of undertaking training needs assessments, preparation of training modules and resource material, facilitation and evaluation of trainings, preparation of training reports, etc.
- Build the capacities of Master Trainers on various components of rural sanitation encompassing behaviour change communication interventions (CLTS/CATS), technology and supply of material, Planning, Monitoring and Evaluation, Sustainability of ODF status, ODF+ activities, institutional building, documentation and report writing, etc.
- Monitor capacity building interventions undertaken by Master Trainers in all three states including collection of event reports
- Undertake periodical training needs assessment of states and select districts with the support of Master Trainers

- Create demand for capacity building of key stakeholders under rural sanitation program and accordingly develop and implement action plans to meet this demand in three states with the support of Master Trainers
- Hold experience sharing or issues based workshops and meetings periodically
- Maintain process documentation of various project events
- Track budget releases, expenditure and submission of budget utilization certificates
- Manage Master Trainers in terms of review of performance, submission of reports, movements, timely holding of various CB events, etc.
- Prepare monthly and financial reports or as required by the project.

2. General Conditions :

- i) The offered assignment is purely temporary and does not envisage any kind of regular appointment in NIRD&PR in future.
- ii) Canvassing in any form will be treated as disqualification.
- iii) No correspondence will be entertained as regards short-listing, calling for interview, selection or engagement.
- iv) The Institute reserves the right to relax any of the requirements i.e. age, educational qualification, experience etc. in exceptional cases.
- v) The application form may be downloaded from the NIRD&PR Website: www.nird.org.in

**Assistant Registrar (E)
NIRD&PR, Hyderabad**