

Location: Dholpur and Karauli, Rajasthan State (Base at Dholpur)

Position: Project Coordinator

No. Of Positions: 01 (One)

Educational Qualification & Experience: Post Graduate in MSW/MA social work/MPH or any medical degree with 4 to 5 years of experience in public health/development sector and field implementation and experience in managing field teams.

Monthly salary: Upto 40,000/- per month + Travel & Communication

Skills:

1. Ability to monitor, coordinate, guide and train team on regular basis and provide support through field visits, training during weekly/monthly/Quarterly reviews.
2. Excellent understanding on local context, practices and ability to liaise with internal and external stakeholders
3. Ability to anticipate challenges and initiate appropriate actions
4. Excellent speaking, writing and documentation skills in English and local language
5. Understanding on project planning, review and strategy development and data management

Roles and responsibilities:

1. Lead and manage project team in implementation of project activities as per project SOP/guidelines and action plan
2. Develop field level strategies and processes in alignment with overall project objectives with an initiative geared towards operational excellence
3. Establish linkages and strengthen networking and liaison with District/State level health departments/DTOs/Chest Clinics/State NTEP field teams/IRL labs and other stakeholders for effective implementation of the project deliverable
4. Ensure functional coordination involving programmed, finance, M&E while planning, execution and reporting
5. Facilitate in monitoring and periodic review of partnerships with different stakeholders and project team
6. Manage project deliverable within stipulated deadlines and monitor engagement activities and reporting to NTEP and Donors
7. Monitor and periodically assess the project performance and staff performance against the key performance areas
8. Manager overall project, stakeholders and oversee operations.

How to Apply:

Interested candidates are encouraged to apply with their latest CV while mentioning your current CTC, expected salary and notice period required to join to jobs@tbalertindia.org.in on before 30th June 2022. Please mention "Application for the post of Program Coordinator" in the subject line along with the location you are applying for;

TBAI is an equal opportunity employer, encourage women candidates meeting the above criteria to apply. Shortlisting of the candidates will be done simultaneously as we get suitable applications for the post.