


State Project Coordinator

Sparc-India

Location: Lucknow, Uttar Pradesh

 Apply by: 23 Sep 2019

Relevant Sectors

Social, Gender, Education, Youth, Child

State Project Coordinator:

SPARC-India a Non Government Organization working in the field of disability is urgently looking for a full time State Project Coordinator for its Inclusive Education Project. The candidate should be MSW or have any other equivalent degree with at least 5 years of experience. The candidate should be willing to go on field as the job requires regular visits to the Project field.

No. of Vacancy: 1

Some of the job responsibilities include:

- To coordinate with state advocacy coordinator and other personnel of Inclusive Education Project in conducting activities as per the plan.
- To conduct in house capacity building sessions for key staff of IE Project of JVS.
- To coordinate with other stakeholders like govt. functionaries, PRIs, community leaders, Chairperson / members of SMCs in schools to support IE Project.
- To support other institutional requirements and coordinate with different programme of the organization, as per the Director's discretion.
- To conduct field visits / institutional visit on different issues of IE Project and develop tools / matrix / projects and mobilize resources for the same.
- To facilitate good relationship between different programme staff.
- To guide the documentation officer in finalizing the reports or the contents to be published.
- To finalize the draft correspondences and submit it to the Founder Secretary cum Director to be forwarded to the concerned.
- To ensure quality & timely submission of progress, completion or any other reports as desired by the funding organization / Corporates.
- To brief about the programme status to the Founder Secretary cum Director.
- To make preparation for Annual Action Plan (AAP) and evaluation (programme & finance), as per the requirement.
- To suggest & organize activities for Human resource development to the Founder Secretary cum Director.
- To prepare for the visits of the funding agencies.
- To represent the organization in different meetings or platforms as and when required or asked by the Founder Secretary cum Director.
- To build linkage with regional or state level organizations for tapping resources.
- Induction of new staff on Organizational & Programmatic aspects.
- To implement the proposed project & direct the team members to achieve the desired goal.
- To coordinate with key personnel of IE Project for the timely implementation, proper execution and proper utilization of financial resources avail for the project.
- To keep the Executive Director informed about the development & process of work of the different project proposed.
- To be accountable for new proposals & initiate discussions with donor agencies.
- Liaison & networking with various stakeholders particularly government officers, media & academics as per the institutional requirement.

- To have regular coordination & communication with JVS (funding organization).
- To be accountable for ensuring proper handling, management and implementation of the project.
- Any other work assigned by Founder Secretary cum Director.

Please send your CV at sparcindia95@gmail.com

Job Email id: [sparcindia95\(at\)gmail.com](mailto:sparcindia95(at)gmail.com)