



Job profile : Program Coordinator
No. Of Vacancy : 01
Project: Climate Change- Foot print
Location : Haldwani , Uttarakhand , INDIA
Application Deadline : 15-Jan-2022
Additional Category : Climate & Rural Development

ORGANIZATION BACKGROUND:

SUVIDHA abbreviated as Society for the Upliftment of Villagers & Development of Himalayan Areas is a non-profit, rural development and voluntary organization founded in the year 2004 which aims at eliminating poverty, unemployment, poor health, and illiteracy for 60% of citizens who still live in the backward areas of the nation. With over 16 years of experience in managing government/private sector projects, Suvidha is well equipped with the manpower and expertise to deliver holistic solutions in the field of Agriculture, Rural Development, Women Empowerment, Education, and Health. For the last 16 years, **SUVIDHA** is engaged in the promotion of organic and sustainable agriculture & Rural Development in India especially in the states like Uttarakhand, Madhya Pradesh, Jammu & Kashmir, Odisha, Andaman & Nicobar, Delhi, Uttar Pradesh, Maharashtra, and Chhattisgarh. SUVIDHA has facilitated the establishment of nearly 256 producer groups and contract production projects in some of the above-mentioned states.

For more information about **SUVIDHA** and also their safeguarding policies please visit <http://www.suvidha-india.org/>

Duties and Responsibilities

The Program Coordinator will perform the following duties:-

- In consultation with the Climate Change Adviser, Rural Development & Environment Unit, SUVIDHA , Uttarakhand, be responsible for planning, coordinating and monitoring the activities during the preparation phase of the project;
- Develop and implement work plan and critical results path, monitor activities of the Project and ensure accurate and timely reporting to senior managers ;
- Ensure 100% delivery against planned project results and financial delivery targets in the work plan. Closely track slippage against work plan and take corrective action;
- Develop Terms of reference and concept notes to define scope of project activities;
- Commission activities like research studies, state level assessments training workshops etc. and



manage the operational aspects of procurement, event management, logistics etc. in coordination with SUVIDHA;

- Foster partnerships with key state government and relevant technical institutions working on climate change issues;
- Identify capacity development needs of implementing partners and arrange for necessary trainings. Facilitate technical assistance/support for project partners in all relevant areas as appropriate;
- Undertake review meetings with partners and field visits to track progress made in implementation of the project and take corrective action as required;
- Review quality and consistency of reports and deliverables by partner institutions/ responsible parties including financial reports from all project partners;
- Regular financial management and reporting as per the SUVIDHA financial guidelines; Ensure effective financial management and reporting as per the SUVIDHA financial guidelines;
- Prepare quarterly project progress reports, prepare presentations and other documents for project steering committee and review meetings as required by SUVIDHA;
- Facilitate and participate in the periodic review meetings and discussions related to project implementation, monitoring and follow-up;
- Supervise the work of team members or consultants, as may be recruited under the Project;
- Any other responsibility related to the project assigned by the Climate Change Adviser & Environment Unit, SUVIDHA.

Competencies

Corporate Competencies:

- Demonstrates integrity by modeling the SUVIDHA's values and ethical standards;
- Promotes the vision, mission, and strategic goals of SUVIDHA;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Treats all people fairly without favoritism.

Functional Competencies:

- S/he should be able to build strategic partnerships with a wide array of stakeholders working in the field of climate change;
- Have very good understanding of climate change issues at national/sub national level.
- Should have requisite client orientation to understand and meet client needs;
- Should have sufficient job knowledge, technical expertise for the position;
- Should be able to promote accountability and Resource Based Management.

Technical Knowledge:



- In-depth knowledge of environmental and climate change related concepts, theories, policies and practices;
- Sound understanding of current issues related to climate change and environment at the national and sub-national levels;
- Adequate experience in project development and management;
- Proficiency in the use of office IT applications.

Communication Skills:

- Good facilitation and communication skills;
- Receives information to seek and understand differing perspectives;
- Tailors and presents information to diverse audiences using a variety of communication delivery methods (e.g., written, electronic, oral, interpersonal)Documentation;
- Good interpersonal skills and ability to establish and maintain effective partnerships and working relations with people in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

Team work:

- Ability to lead the Project Management Team;
- Appears credible and confident, remaining calm and pleasant when dealing with others in difficult situations;
- Builds and maintains constructive relationships with colleagues (and reports where appropriate); treats people with respect, is co-operative, supportive and helpful with a positive contribution to the working environment;
- Reliable in delivering own parts of the work as part of a team effort;
- Demonstrates an understanding of what other professionals contribute in order to work constructively within the office.

Required Skills and Experience

Education:

Master's degree from a recognized institution in environmental science/Rural Development / sustainable development/ Social sciences/ public policy.

Experience:

The Project Coordinator should have good understanding of climate change issues, with adequate



experience of practical situations in India. S/he needs to be well conversant with the available knowledge on issues related to climate change impacts and adaptation for different sectors:

Essential:

- At least 3 -5 years of Program/project management experience;
- At least 3 years of relevant post Masters Experience at the national level on climate change and related programmes;
- Outstanding communication, project management and organizational skills.

Desirable:

- Experience of working with Central and/or State Governments/ NGOs/ Civil Society on similar assignments will be preferred;
- Familiarity with the working environment and professional standards of international organizations and national and State Governments;
- Experience in the usage of computers and office software packages, experience in handling of web based management systems is essential.
- Willingness to travel other states on need basis

Language:

Excellent communication in English is essential. Understanding Hindi language is desirable

Salary will be commensurate with experience and will match organizational standards.

Apply Process:-

Please send your Updated CV with two references to
hr@suvidha.org.in

Keep CC – suvidha.ngo@gmail.com

Only Shortlisted Candidates will be invited for the Personal Interview.