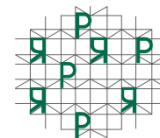
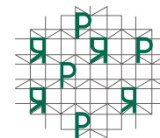


Job Announcement Form
Professional Assistance for Development Action (PRADAN)

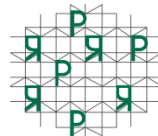
Title of position offered	Coordinator – State Program Management Unit (SPMU)
Number of Vacancies	1
Roles and Responsibilities:	<p>A. Program Strategy and Design:</p> <ol style="list-style-type: none"> 1. Leading and managing work related to the NARI-KILP strategy with Sanjeevini and KPRC. 2. Reviewing regulations, entitlements, and policies about special interest groups, social inclusion, and women. 3. Designing and developing guidelines to integrate and mainstream rural women and extremely vulnerable sections through the convergence of various welfare schemes. 4. Leading, designing and facilitating PRI-CBO convergence for better implementation of the objectives of the program. 5. Provide guidance and support to ensure the effective implementation of project interventions. 6. Identifying potential risks to program implementation and developing risk mitigation strategies. Monitor and manage risks to ensure the smooth functioning of program operations. <p>B. Technical Expertise: Climate Adaptation component</p> <ol style="list-style-type: none"> 1. Lead and manage the work on climate adaptation and resilience within NARI-KILP with the Sanjeevini and relations with key stakeholders. 2. Assess in close collaboration with key stakeholders the existing literature on climate adaptation and resilience to inform program design and implementation of NARI-KILP. 3. Coordinate scoping studies to assess specific climate challenges communities face due to the effects of climate change, especially related to heatwaves, droughts, and floods. 4. Develop contextualised solutions to build climate resilience of program participants with a special focus on climate-adaptive livelihoods. 5. Identify government programs and schemes that can be leveraged to achieve climate adaptation and resilience and support convergence efforts. 6. Support in creating a community of practice for civil society and the private sector working on climate adaptation and resilience in inclusive livelihoods programs. 7. Coordinate the development of coaching modules on climate adaptation and resilience towards heatwaves, droughts, and floods. 8. Develop community capacity for climate adaptation and resilience by leveraging community institutions to build knowledge and capacities of communities living in poverty. 9. Assess and build the institutional capacity of the Sanjeevini on climate adaptation and resilience and its impact on communities living in poverty.



	<p>C. Team Building and Management:</p> <ol style="list-style-type: none">1. Ensuring team members have clarity on their roles and responsibilities, identifying needs, and helping build staff and partner capacity.2. Providing support and guidance to team members to ensure their roles and responsibilities are effectively carried out.3. Creating an enabling a space for learning/sharing at team/consortium and ministry-level reviews.4. Ensuring all staff are deployed as per the approved SPMU, District, and Block structures, taking proactive action for filling any vacancy, taking the lead in human resource procurement (selection and recruitment), timely probation, and performance appraisal of all staff.5. Nurture a climate of free and frank communication and respect for women in the team <p>D. Program Monitoring and Evaluation:</p> <ol style="list-style-type: none">1. Designing and implementing monitoring and evaluation frameworks to assess the progress and impact of projects and the programme overall.2. Using a data-driven approach to measure the effectiveness of interventions, gather insights, and make informed decisions for continuous improvement.3. Studying gaps between the design and the execution of the projects being implemented and course correcting to deliver impact at scale.4. Conducting regular reviews with the SPMU, DMMU and BMMU, participating in reviews conducted by Sanjeevini, and addressing any kind of immediate requirement at the state-level with the database /reports/ PPT, etc. <p>E. Capacity Building of staff and stakeholders:</p> <ol style="list-style-type: none">1. Identifying the capacity-building needs of program and project staff, at state, district, block, and community levels and developing tailored training programs to enhance their understanding and skills in delivering program outcomes, particularly in the context of working with women and extremely poor households.2. Designing capacity-building architecture for the NARI-KILP targeting all possible stakeholders. <p>F. Reporting and Documentation:</p> <ol style="list-style-type: none">1. Ensuring the documentation of best practices, key lessons learned, and success stories related to the programme.2. Preparing and presenting policy proposals explaining the potential impacts, costs, and benefits precisely to a wide range of stakeholders - government employees, politicians, and public audiences based on a deep understanding of government frameworks.3. Ensuring the submission of periodic and regular quality reports to the KSRLPS, reports of research findings and summaries/reviews of current policies to inform formulation and revisions in future policy. <p>G. Stakeholder Engagement:</p> <ol style="list-style-type: none">1. Building and nurturing relations with Sanjeevini, KPRC, the relevant departments of the Government, and all key stakeholders across the
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	<p>spectrum</p> <ol style="list-style-type: none"> Organising events, workshops, consultations, and conclaves to benefit Sanjeevini and KPRC, and all stakeholders. Building close relationships across relevant Government Departments, Sanjeevini and KPRC to take up the NARI-KILP, working alongside partner agencies for implementation, deployment of resource persons; on-boarding new partners as needed <p>Actively participating in relevant forums and networks to advocate for the importance of working with the poorest of the poor with special strategies and approaches</p>
Eligibility criteria	<p>Qualifications and Experience:</p> <p>The SPMU Coordinator needs to have experience in strategic and operational management, and pro-poor livelihood initiatives. Experience and knowledge of Graduation programs, Climate Adaptation and women-centric development programs is an advantage.</p> <p>The SPMU Coordinator should have:</p> <ul style="list-style-type: none"> Master's Degree in Rural Development/ Rural Management/ Social Development, Development Studies, Public Policy, Political Science, Public Administration, Statistics, International Relations, Legal studies, Sociology, Economics, Environmental Science, Earth Science or similar subjects, B. Tech or possessing any professional degree earned equivalent to the Master's degree. A minimum of 20 years of work experience, with a requirement of at least 10 years at the senior management level. Minimum of 10 years' experience in Government, reputed Governmental organisations, international development agencies, and research organisations in relevant areas. Minimum of 8 years' experience in climate adaptation and resilience, preferably with livelihood programs. Experience of working with SRLMs or Rural Development and Panchayat Raj Department is advantageous. Work experience with State/ Central governments, large CSRs/ Multilateral and Bilateral poverty reduction livelihood and development programmes of similar nature and size/ experience of implementation of livelihood programmes at scale.
Skills and Competencies	<ul style="list-style-type: none"> Strong understanding of field-level challenges in rural India concerning the delivery of government programmes and schemes, specifically poverty reduction efforts at the state and national levels. Strong understanding of databases, analytical tools, and research methodologies. Should possess excellent project management, written and oral communication skills, and should be well versed with MS Office and MIS. Candidate should have excellent abilities in written and spoken Kannada and English.



	<ul style="list-style-type: none">• Understanding of policy landscape and government frameworks.• Strong leadership skills, with a passion for working for the most vulnerable and creating a positive impact.• Creative problem-solving ability and adaptability to changing workflow/ programme needs.• A proactive attitude and a ‘go-getter’ mentality.• Demonstrated ability to support team members with competing priorities, showing strong time and task management capacity as well as attention to detail.
Place of posting/Location	Bangalore, Karnataka
Proposed Salary range	CTC of INR 18 lakh-24 lakh. As per the Industry standards and previous drawn salary. Negotiable.
Nature of job	One-year contractual position, extendable based on performance
Last date of Application	October 28, 2025
For any requires write to	ramneekpanesar@pradan.net
Google Form Link to Apply	https://forms.gle/EKAkFHQpud1bBerw5

Signature of the Team Coordinator/Integrator:

Name: Dibyendu Chaudhuri

Date: 09/10/2025

Place: Noida