

## Job Announcement Form

### Professional Assistance for Development Action (PRADAN)

Title of the position offered	<b>Program Coordinator</b>
Number of Vacancies	1
Responsibilities:	<ul style="list-style-type: none"> <li>- Managing the overall programme implementation, management including financial management, reporting etc.</li> <li>- Extending support to teams for proper implementation of programme deliverables related to water governance and management.</li> <li>- Developing training modules and imparting training Government officials, Frontline functionaries, PRI representatives, and SHG leaders on gender mainstreaming.</li> <li>- Leading seminars for elected Women representatives and capacity building of women associations.</li> <li>- Organizing workshops to improve the skills of female 'water volunteers.'</li> <li>- Coordinating with relevant government departments, PRIs, and key functionaries.</li> <li>- Preparation and dissemination of information and awareness materials.</li> <li>- Preparing reports for relevant agencies as well as for internal review.</li> </ul>
Eligibility criteria	<ul style="list-style-type: none"> <li>- Post Graduate or graduate, minimum 15 years formal education.</li> <li>- Two years of experience in programme implementation and Management</li> </ul>
Place of posting/Location	Ranchi, Jharkhand
Proposed Salary range	Around 5 lakh - 6 lakh CTC p.a.( Depending on experience and current CTC)
Nature of job	Fixed-term contract for 1 year. Offer letters of candidates with satisfactory performance will be renewed on a year-to-year basis.
Last date of Application	7 <sup>th</sup> January
For any queries write to	duttasaurav9@gmail.com
Preference	<ul style="list-style-type: none"> <li>- Two years working experience in the development sector, specifically in Natural Resource Management/ WASH/Water Management/Local Governance/Gender.</li> <li>- The position requires extensive field travel, so candidates with a valid driving license and a two-wheeler in their name will have an added advantage.</li> <li>- Ready to join immediately.</li> </ul>
Apply through the link	<a href="https://forms.gle/xPyrzuGzoFCVsiQc9">https://forms.gle/xPyrzuGzoFCVsiQc9</a>

