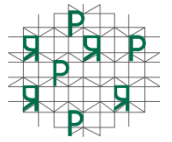


Job Announcement Form  
Professional Assistance for Development Action (PRADAN)

Title of position offered	Block Coordinator (Tamil Nadu Inclusive Livelihoods Programme)
Number of Vacancies	1
Roles and Responsibilities:	<ul style="list-style-type: none"> <li>• Implement and monitor progress of the project deliverables</li> <li>• Support the Master Trainers (MTs) in identifying the programme participants and preparing an action plan for each person/household</li> <li>• Guide and mentor the MTs, and ensure that they support the programme participants as per the plan drawn up for each person/household</li> <li>• Regular review and value addition in the interventions, activities and outputs as needed</li> <li>• Liaise with the local Panchayat and block-level line departments in converging resources and accessing necessary entitlements</li> <li>• Provide regular training to the MTs through field visits and formal and informal meetings</li> <li>• Ensure data collection and filling up the MIS on time</li> <li>• Submission of periodic reports to SPMU as per the requirement</li> <li>• Identify and document best practices</li> <li>• Communicate effectively with the external stakeholders about the programme</li> <li>• Any other tasks as assigned</li> </ul>
Eligibility criteria	<b>Qualifications and Experience:</b> <ul style="list-style-type: none"> <li>• Graduate in any discipline with 50% or more marks</li> <li>• At least three years of experience in social development work</li> <li>• At least 2 years of working with rural or urban poor or other disadvantaged communities</li> </ul>
Skills and Competencies	<b>Required Skills and Competencies:</b> <ul style="list-style-type: none"> <li>• Well-versed in Tamil reading, writing, and speaking</li> <li>• Experience in working in teams</li> <li>• Ability to communicate well in meetings and report writing</li> </ul>
Place of posting/Location	Jawadhu Hills block of Thiruvanamallai district, Tamil Nadu
Proposed Salary range	INR 35,000/- per month
Nature of job	1-year fixed term Contract and extendable based on performance
Last date of Application	March 2, 2026



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