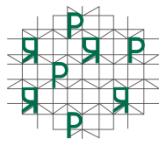


Job Announcement Form
Professional Assistance for Development Action (PRADAN)

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



Insert Google Form
link for pulling CVs

<https://forms.gle/65qqSKBzVc4A4tE76>