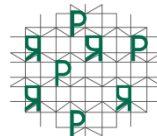


Job Announcement Form
Professional Assistance for Development Action (PRADAN)

Title of position offered	Block Coordinator (Tamil Nadu Inclusive Livelihoods Programme)
Number of Vacancies	1
Roles and Responsibilities:	• Implement and monitor progress of the project deliverables • Support the Master Resource Persons (MRPs) in identifying the programme participants, develop the baseline profile and preparing an action plan (Livelihoods action plan and convergence needs) for each person/household • Guide and mentor the MRPs and ensure that they support the programme participants as per the plan drawn up for each person/household • Regular review, reporting in MIS 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 MRPs through field visits and formal and informal meetings • Ensure data collection and filling up the MIS on time • Submission of periodic reports to Block Mission Management Unit (BMMU), District Mission Management Unit (DMMU) and District Co-ordinator of PRADAN and State Programme management Unit (SPMU) as per the requirement • Identify and document best practices • Communicate effectively with the external stakeholders about the programme • Any other project related tasks as assigned by the project team
Eligibility criteria	Qualifications and Experience: • 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: • 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	Gingee block of Viluppuram district, Tamil Nadu
Proposed Salary range	Rs. 35,000/- CTC per month based on experience and qualification (As per PRADAN pay structure for FTEs)



Nature of job	Fixed term Contract and extendable based on performance
Last date of Application	September 1, 2026
Insert Google Form link for pulling CVs	https://forms.gle/BeLbXvKgkmoH4vod7