

Job Description

Job Title	: District Program Coordinator
No. of Vacancies	: 8
Location	: 8 Districts in Bihar (Arwal, Bhagalpur, Gopalganj, Munger, Patna, Saharsa, Samastipur & W. Champaran)
Full/Part time	: Full-Time
Duration	: One year (renewable)
Remuneration	: Upto Rs. 7.0 Lakh per annum

About Organisation:

EKJUT is a non-profit voluntary organization of India. Its partnering communities are the indigenous people, people living in the underserved districts and the urban homeless. Ekjut works on the theme of Survive, Blossom, Thrive and Transform. For more details about the organisation, please visit the website <http://www.ekjutindia.org>.

About the Project:

The Participatory Learning and Action (PLA) approach, pioneered by Ekjut, has produced encouraging outcomes in improving newborn care related practices and reducing Neonatal Mortality Rate (NMR). This approach has been recommended by WHO and also by National Health Mission, Government of India for 10 Indian states including Uttar Pradesh and Bihar where this project is conceptualized. This project will implement the PLA model in 9 districts of Bihar. PLA approach has been scientifically evaluated and scaled up in different states like Rajasthan, Uttarakhand and Madhya Pradesh through government system. This project is designed to set up the work in Bihar and scale based on the initial experience in 9 districts and qualitative.

About the Position:

The District Programme Coordinator, she/he will be responsible for overseeing and coordinating project activities within a designated district. The role involves working closely with different stakeholders, ensuring the smooth implementation of programs, and maintaining efficient communication channels. The objective is to facilitate the successful execution of initiatives while adhering to established processes and timelines. In close collaboration with the State Programme Coordinator and Operations team, the District Programme Process Coordinator substantively contributes to the coordination and quality assurance of planning, implementation, monitoring and results reporting of the interventions in the district.

Job Responsibilities:

A. Program Coordination:

- Oversee the implementation of program at district-level, ensuring alignment with organizational goals and objectives.
- Coordinate with internal teams to develop detailed project plans, timelines, and resource allocation.

B. Stakeholder Engagement:

- Establish and maintain effective communication channels with various stakeholders, including government agencies, community organizations, and project partners.
- Represent Ekjut at the Districts level, partnerships for policies supportive of Ekjut transformative goals.
- Collaborate with stakeholders to gather input, address concerns, and foster positive relationships.

C. Process Management:

- Develop and implement standardized processes for program planning, execution, and evaluation.
- Monitor and assess the efficiency of existing processes, recommending improvements as needed.

D. Data Management and Reporting:

- Oversee data collection and reporting activities related to program outcomes and impact.
- Prepare regular reports for internal and external stakeholders, highlighting key performance indicators and achievements.

E. Training and Capacity Building:

- Organize training sessions for staff and partners to enhance their understanding of program processes and objectives.
- Identify capacity-building needs and work with relevant teams to address skill gaps.

Required Competencies:**Values:**

- Integrity
- Commitment
- Embracing cultural diversity
- Deep understanding of equity
- Transparency
- Excellence

Core Competencies:

- Result Oriented
- Developing and applying professional expertise.
- Thinking analytically and strategically.
- Working in teams/managing ourselves and our relationships.
- Providing strategic focus.
- Engaging in internal/external partners and stakeholders.
- Leading, developing, and empowering people, creating a culture of performance.
- Making decisions and exercising judgment Compensation and Benefits.

Qualifications and Skills:

- Masters in Rural Development, Rural Management, management or equivalent
- Proven experience in program coordination and management, preferably in a district or community setting.
- Strong organizational and multitasking skills, with attention to detail.
- Excellent communication and interpersonal skills.
- Ability to work collaboratively with diverse stakeholders.
- Proficient in data management and reporting tools.
- Knowledge of budgeting and financial management principles.
- Problem-solving and critical-thinking abilities.
- Familiarity with community development and engagement processes.

Work Experience:

- Should have work experience in the relevant field for minimum 3 years.
- Familiarity with the development sector, particularly public health, will be an advantage.

Other:

- Qualified applicants who are women, and/or belonging to minority populations are encouraged to apply.
- Applications are received on rolling basis until fulfilled. Only shortlisted applicants will receive a response from Ekjut HR (Human Resources).
- Applicants having experience of working in Bihar and having sound understanding of systems and processes will be preferred.

Those who had applied earlier for similar position **NEED NOT** apply again.

Applicants are encouraged to apply for position s/he finds most suitable. Applying for multiple positions may lead to disqualification.

Interested candidates can submit their application with a covering note, mentioning the position s/he is applying for in the subject line on email: ekjuthr@gmail.com by 31st May 2025.