



This advertisement is for the post of **District Coordinator** for the project titled **Creating Adolescent Friendly Community to improve Sexual Reproductive Health outcomes through strengthening of RSKS Program in Assam. The project will be implemented in two districts- Dhubri and Goalpara.** There will be **one District Coordinator per district.**

Their main responsibilities will be:

1. To coordinate and liaison with the district officials from the three concerned Departments,
2. Identify issues at different levels and to suggest and facilitate for possible solutions
3. She/he will attend district level sectoral meetings, planning meeting as well as convergence meetings of all three Departments.
4. As per need, she/he will visit block level or sector level meetings or visit school/Anganwadi centres on sample basis.
5. Any other work assigned by the management.
6. Provide hand holding support to the field staffs
7. Programme report and financial report submission to the Programme Manager
8. Monitoring & field supervision for better programme implementation
9. Programme review meeting with field staff
10. Maintain coordination with state team and also with CINI head office

**No. of posts** : 2 (One post for each district)

**Location** : Dhubri and Goalpara district, Assam

**Qualification** : Master degree in Social science, Economics or a suitable equivalent is desirable

**Experience:**

- Minimum of 3-5 years of experience in project management and implementation.
- Strong understanding of district level program delivery, documentation and coordination
- Experience of working in a partnership environment highly desirable

**Other Requirements**

- Fluent in written and verbal English, Assamese and Hindi
- Advocacy, communication and leadership skills
- Proficiency in computer application

**Reporting:** Works closely with the Program Manager on project implementation. Reports to the Program Manager and update the project status in every month and communicate regularly with state based project staff and finance team. This position requires to travel the project areas at least for 15 days in every month.

**Salary (CTC) :**Rs. 30,0000/- per month

We need a person who is interested to work in the following districts of Assam.

- 1) Dhubri
- 2) Goalpara

**\*\*\*\* Interested candidates are requested to appear for a Walk in Interview on 4<sup>th</sup> October, 2018 at Hotel Parnil Palace 2, Guwahati, Assam. Reporting time is from 10:00 am to 12 noon.**

**Note: Please attach a cover letter with your CV, justifying yourself for the suitability of the post. Those who have applied already but not qualified need not to apply again.**

CINI maintains a Child Protection Policy, Gender Policy, Sexual Harassment Policy and Workplace Policy on HIV related issues.