

Job Title: Project Coordinator cum Social Expert

Location: Mon, Nagaland, India

Position Type: Full-Time

Remuneration: As per market standards.

About the Organization:

AROH Foundation is a non-profit organization committed to promoting holistic rural development in the Mon of Nagaland District. We believe in empowering local communities, preserving the environment, and improving the quality of life in rural areas through sustainable development initiatives.

Job Description:

We are seeking a dedicated and experienced Project Coordinator to oversee our holistic rural development projects in the Mon of Nagaland District. The ideal candidate must have a deep understanding of the local context, culture, and challenges faced by the communities in Mon.

As a Project Coordinator for Holistic Rural Development, you will play a pivotal role in planning, implementing, and overseeing projects aimed at improving the quality of life in rural communities. Your responsibilities will encompass a wide range of activities, from project planning and resource management to community engagement and reporting.

Key Responsibilities:

Project Planning and Design:

- Collaborate with stakeholders to identify rural development needs and formulate project objectives and goals.
- Develop detailed project plans, including timelines, budgets, and resource allocation.
- Ensure alignment with the organization's mission and holistic rural development objectives.

Project Implementation:

- Lead project implementation activities, including mobilizing resources, coordinating project teams, and managing project timelines.
- Monitor and assess project progress, ensuring that activities are on track and within budget.
- Address any issues or challenges that arise during project execution.

Capacity Building:

- Identify training and capacity-building needs within rural communities.
- Develop and deliver training programs to empower community members with the skills and knowledge required for sustainable development.

Data Collection and Reporting:

- Establish monitoring and evaluation systems to track project outcomes and impacts.
- Collect and analyse data to measure the effectiveness of interventions.
- Prepare regular reports for donors, NGO management, and other relevant stakeholders.

Community Engagement and Empowerment:

- Build strong relationships with community members, leaders, and local organizations to understand their needs, challenges, and aspirations.
- Facilitate community participation in program planning, decision-making, and implementation.
- Empower community members through capacity-building activities, training, and skill development initiatives.

Resource Management:

- Manage project budgets, ensuring efficient allocation of funds and resources.
- Procure necessary materials and services in compliance with organizational policies and donor requirements.

Advocacy and Networking:

- Represent the NGO in relevant forums, meetings, and networks related to rural development.
- Advocate for policies and initiatives that support holistic rural development.

Risk Management:

- Identify potential risks and develop risk mitigation strategies.
- Ensure adherence to safety and security protocols in project areas.

Requirements:

- Bachelor's or Master's degree in Development Studies, Rural Development, Social Work, or a related field.
- Proven experience in project coordination and management, preferably in rural development or community-based projects.
- Knowledge of holistic development approaches, including livelihoods, education, healthcare, and infrastructure development.
- Strong interpersonal and communication skills, with the ability to work effectively with diverse stakeholders.
- Proficiency in project management tools and software.
- Excellent problem-solving and decision-making abilities.
- Cultural sensitivity and the ability to work in rural and multicultural settings.
- Commitment to the organization's values and mission.

How to Apply:

Interested candidates who meet the qualifications are invited to submit their resume along with a photo detailing their relevant experience and why they are passionate about rural development in the Mon of Nagaland District. Please go to the link <https://aroh.in/Home/career> to apply for the above mentioned position.

The deadline for applications is December 10, 2024.

We thank all applicants for their interest in AROH Foundation, but only those selected for an interview will be contacted.