

Recruitment Details Form

Post Name: Project Coordinator (CSD)

No of Posts: 01

Post Type: Contractual

Job Description:

1. Vendor/associates Coordination: Send our Requests for Proposals, Get quotations, Work closely with vendors, experts and NGOs empanelled for executing this project.
2. Empanel and Monitor work of all associates (vendor, experts and NGOs) working for the project.
3. Have continuous dialogue with villagers to expedite on ground execution of the project related activities
4. Facilitate: Monitor and report on progress of the work. De-bottleneck on-ground challenges.
5. Create periodic reports, work on creatives related to project communication and publication.
6. Make Project related arrangements like conferences, roundtables, travel etc. "

Name of Project: Project Mandede Net Zero

Project Description: NA

Subject Specialization (If any): Experience in handling contractors, vendors, making reports

Minimum Qualifications: Any graduate

Desired Qualifications/Experience: NA

Age Limit (If any): NA

Consolidated Pay: Commensurate to industry standards

Application Deadline: April 30, 2024

Interview Dates: May 02, 2024

Joining Date: Immediate

Additional Details (If any): NA