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Positions Announcement

TCI Foundation invites applications for the position of Project Coordinator from eligible candidates for Targeted Intervention project (Migrant) at Chandigarh.

The announced vacancies are purely on contractual basis for limited and specific time period project. The duration of the services may be extended, if the timeline of the project extends, and such extension is completely on the discretion of the employer.

The advertised position can be cancelled and/or varied as per the discretion of the employer.

The candidate on selection may be posted/transferred anywhere in India as per the requirement and discretion of the employer. The data of all candidates who shall apply for these positions will be securely retained in the TCI Foundation HR Data Bank.

Merely fulfilling the eligibility and applying for the position does not entitle the candidate to be called for interview. The candidates after extensive screening and shortlisting will be called for interview. No TA/DA will be paid by TCI Foundation to the candidate to attend the interview, if shortlisted and called for interview.

The interested candidates may apply online by **05th April 2021** to The **Head TCI Foundation**. The candidates may send the complete resume with cover letter through email at recruit.tcif@tcil.com

Please Specify location and position applied for in the subject line.

POSITION ANNOUNCEMENT (before applying please refer to the eligibility and other conditions)

Position:	Project Coordinator
Location:	Chandigarh
Report:	Report to Project Director (TCI Foundation)
Salary:	Rs. 15000/-pm (CTO) Fixed (no negotiation)

Job Summary:

The Project Coordinator will be responsible for managing overall program in close coordination with team. He / She would be responsible to keep close liaison with stakeholders at local level, conduct data analysis and prepare monthly reports for review and reporting to the HQs. Review the performance of project staff, prepare need based monthly action plan and follow up the action points, facilitate the visits of officials approved by the headquarters.

Duties & Responsibilities:

The Project Coordinator shall be overall in charge of the project and implement the project with the team in accordance with the enacted Standard Operating Procedures, protocol and policies.

Essential Requirements:**Education and Experience:**

Candidate should be a Post graduate in any discipline of Social Sciences and preferably with 1 year of experience at state/district level programmes related to health, livelihood programmes, rural development, microfinance and HIV/AIDS control programmes.

OR

Graduate in any discipline of Social Sciences with minimum 3 years of experience in development/ health sector at district level programmes related to health, livelihood programmes, rural development, microfinance and HIV/AIDS control programmes.

Knowledge & Skills:

- ❖ Familiarity with government health policies/CSR
- ❖ Strong communication skills
- ❖ Ability to work in small teams, and flexible ways of working
- ❖ Proficiency in data analysis, report writing, case study compilation.
- ❖ At least 10 days in the field visit required.
