

About the organization:

North East Diocesan Social Service Society [NEDSSS] is a reputed NGO based in Guwahati Assam with programs carried out in the whole of North East India through its field offices. NEDSSS started its philanthropic endeavors since its inception in 1989 as a Non-Profitable Organization. NEDSSS focuses its attention on community health, communicable & non-communicable diseases, disaster interventions, peace building initiatives, anti-human trafficking and livelihood interventions.

Position: Project Coordinator

No of position: 1

Location: Udalguri district & Bongaigaon district

Job Summary: As the Project Coordinator for the "**Mitigating Child Labour Risks in 16 selected Tea gardens of Assam**". You will lead the project's implementation efforts. Supported by Project Manager at NEDSSS, you'll oversee activities aimed at reducing dropouts, child labours and related activities in 16 villages located at Udalguri district and Bongaigaon. Your role involves fostering relationships with different stakeholders, mobilizing communities, and ensuring project adherence to best practices of mitigating child labour risks.

Job Responsibilities:

- Facilitate communication and information exchange among project teams, and beneficiaries to strengthen community support networks.
- Liaise with various community stakeholders to mobilize their involvement in project activities and garner support from local government representatives.
- Monitor challenges and gaps in implementation, providing feedback for adjustments and supporting partners in reflection on project experiences.
- Assist in engaging key stakeholders at district and block levels to sustain project interventions and support long-term changes in communities.
- Support coordination of project activities according to quality standards, donor requirements, and good practices.
- Represent NEDSSS in interactions with district/block-level stakeholders in protection matters.
- Coordinate project evaluation activities and assist agency in data collection and analysis for reporting purposes.

- Identify and address staff and team capacity needs, providing guidance and support for effective project impact.
- Ensure proper implementation of project activities at field level.
- Support field staff in formation of children's parliament and ensure its functioning
- Ensure timely submission of progress reports to donors.
- Monitor project activities in the field and obtain regular updates from the field staff
- To carry out any other duty assigned by the director from time to time

Education and Experience:

- Bachelor's degree in social science, rural development, or humanities.
- Minimum 2 years of project support experience, preferably in children related projects
- Experience in participatory planning and community engagement.
- Proficiency in MS Office applications.
- Preferred experience in programming and working with Children

Personal Skills:

- Strong observation and analysis skills, with the ability to make sound judgments.
- Excellent relationship management skills for working closely with partners and communities.
- Attention to detail, accuracy, and timeliness in task execution.
- Proactive, results-oriented, and service-oriented.

Language Skills: Good written and spoken English and Assamese.

Travel Required: Approximately 60% travel within field intervention areas for monitoring and training purposes.

Interested candidates may apply with full details of last salary drawn, expected salary, three references at nedsf@rediffmail.com

North East Diocesan Social Service Society is an Equal Opportunity Employer and considers applicants for all positions without prejudice to caste, religion or belief, sex, gender identity, disability or any other characteristics protected by applicable laws.

