



Position: Project Coordinator

Location: Hardoi, Uttar Pradesh

Commitment: Full time

Deadline: 5th October 2021

The Organization

MelJol is a non-governmental organization (NGO) registered under the Societies Registration Act. MelJol also has international presence through its sister concerns, namely Aflatoun International & Child Youth & Finance International with a collective presence across 116 countries. MelJol was initiated as a field action project of Family and Child Welfare, Tata Institute of Social Sciences, Mumbai in December 1991. Since its inception MelJol has focused on fostering healthy attitudes in children, creating awareness of the different needs of children from different backgrounds, and building spirit of confidence and entrepreneurship.

MelJol seeks to contribute in addressing the issues related to India's URBAN and RURAL poverty by meaningfully involving children, youth and community. It seeks to encourage a new generation of young people and intends to equip them with knowledge and skills to better understand the power of economic growth, social & financial equity and concepts of risk and reward enabling them to break the cycle of poverty.

Qualification & Experience:

1. M.S.W or master's from reputed collage
2. Minimum 2 – 3 years' experience in social development sector

Major Areas of Responsibility

- Program planning and management
- Prepare annual, quarterly report for the program implementation
- Team management
- Donor management
- Stakeholder engagement
- Meet deadlines of the project
- Plan and execute events, campaigns, exposure visits, etc.
- Strategize to maximize the impact of program
- Training and capacity building of team and stakeholders
- Represent the MelJol at various forum as necessary.

Required key personal skills & experience:

- Entrepreneurial and Operational mindset. Hands on, willing to roll up sleeves and get things done
- Goal and results orientation
- Good oral & written communication (English & Hindi) is mandatory
- Excellent interpersonal and communication skills.
- Skill of problem solving and multitasking
- Able to understand the and read the complexity of community

Reaction

- Please apply contact@meljol.org no later than 5th October 2021.