

## Announcement for the post of Project Coordinator- Education at MVDA

### About the organization

Mount Valley Development Association (MVDA) is a voluntary Organization based in Tehri district of Uttarakhand in India. MVDA was started in 1995 with a vision to eradicate poverty through development of sustainable livelihoods, promote good governance through social harmony, minimize social discrimination and develop entrepreneurship to minimize migration of youths from the rural mountain villages.

For the last 21 years, MVDA has also been sharing its experiences with larger communities and advocating the issues responsible for degenerated Himalayan system successfully. MVDA is working in difficult mountainous terrains and plain areas covering range of concepts and methods drawing on various funding and support.

*Presently MVDA is working with nearly 8000 families reaching over 32000 populace and formed 1200 Self Help Groups (SHGs) and 189 other working groups in the difficult mountainous terrain in Tehri, Uttarkashi, Rudraprayag, districts and plain areas in Haridwar, Saharanpur, Hathras & Kapurthala. MVDA's operation covers a span of 197 villages of 7 districts of Uttrakhand, Uttar Pradesh & Punjab. MVDA have also initiated registering 03 Women federations.*

### About the Project

MVDA in collaboration with IIMPACT provides educational opportunity to girl child through Community Learning Centre for school dropout girls and slow learners & sensitization programs. Campaigning for education rights, networking with education departments, PRIs, SSA and other Voluntary Organizations working on girls education. Promoting cultural values, empowering SMCs and Community Based Organization, arrangement of special study classes, promoting basic computer education/ knowledge and life skills. This is done through local community- based learning centre, where they get meaningful and stimulating education and are guided to their entry in to mainstream education.

Job Title	Project Coordinator -Education (preference female candidate)
Place of Work	District Tehri Garhwal, Uttarakhand
Reports to	Secretary
Manages	Leading the project management
Remuneration	CTO INR 20,000 -22,000 PM

## **Job Description**

The Program Manager-Education is responsible for the implementation, management, supervision and evaluation of the project. As a member of the senior management team, the Program Manager- Education participates in strategic planning and budgeting initiatives in addition to problem solving. The Program Manager- Education works within the guidelines, policies and mission of the organization and will be accountable and responsible for specific projects as assigned.

## **Role and Responsibility**

- Good knowledge of program which will leads to effective community mobilization;
- Awareness of this program, its design, strategies operating in project region;
- Technical support and advocacy;
- Monitoring and overseeing the program implementation by team members through visits and day to day follow ups;
- Involvement in the learning center's activities and its monitoring;
- Participation in CMC meetings;
- Proper documentation of their work (movement register, Action plan, MPR etc.);
- Photos, Attendance, Online MIS, offline MIS submission on time
- Sharing of Staff meeting and CMC meeting plan with APC and PC
- To follow the theme of project and proper implementation of given task.
- Documentation and compilation of data and day to day information as required.
- Proper budget knowledge and its allocation
- Regular follow ups on activities/progress
- Assist in coordinating, conducting and facilitating workshop/training.
- Complete detailed program reports;
- Make regular visit to learning centre, gather feedback and share the feedback with team and ensure that they deliver on their work.

## **Person specification**

- Graduate or Post Graduate in Social Sciences/Social Work/Education/Rural Development/ Management and English;
- Should have at least 1-3 years' experience and skills to provide support in planning and managing development projects within the organizational framework;
- Should be innovative especially from the point of view of program development, risk taking and action oriented;
- Have good communication and project proposal writing skills;
- Excellent planning, time management and organizational abilities;
- Demonstrate ability to plan, execute and manage own work, to work under pressure;

- Strong organizational and time management skills with an ability to attend to details;
- Ability to find creative solutions to problems and negotiate with and influence others;
- Highly motivated and able to work independently to agreed goals and targets and take ownership of the overall fundraising program of the organization;
- Willingness to travel to different locations across India, as required.

## Skills

- Excellent English verbal and written communication skills;
- Excellent influencing and relationship building skills;
- Strong interpersonal skills with ability to support and motivate professional staff;
- Excellent project management skills;
- Tenacity in seeking results and a high level of representational and negotiation skills;
- Ability to make decisions and take the initiative, as part of managing a complex and varied workload;
- Excellent computer and IT skills;
- Creative, flexible character and a generator of new ideas;
- Willingness to be self-servicing, with a proven ability to work as part of a team as well as independently;

Contact details	Interested candidate can send his and her resume along with cover letter at <a href="mailto:contact@mvda.org.in">contact@mvda.org.in</a> and can go through our website <a href="http://www.mvda.org.in">www.mvda.org.in</a> for more information about the organization. Contact person: Mr. Avtar Singh Negi (Secretary) Contact number: 08392955511
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*MVDA is an equal opportunity employer. We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, economic status, marital status, veteran status, sexual orientation, or any other legally protected status.*