

Vacancy Note: Recruitment of Project Coordinator

Job Title : Project Coordinator
Reporting To : Program Manager
No. Of Vacancies : 2
Location : Patna, Ghaziabad
Nature of employment: One year employment contract

Railway Children India (RCI) is a section 8 company registered under the Companies Act 2013 (earlier section 25) in India, working for bringing sustainable changes in the lives of children living alone or at risk on the streets.

RCI endeavours to ensure that each child living or passing through the railway stations that our organisation works with, is offered a comprehensive recovery and reintegration programme which is rights based and ensures safety, well-being and permanence.

Job Purpose:

The position of Project Coordinator will lead the implementation of the project aimed at protecting vulnerable children found in railway stations and rehabilitating them in collaboration with district authorities. The coordinator will facilitate the convergence of services by coordinating with Railway and district authorities, statutory child protection bodies, and civil society organizations in the district. The incumbent will develop a coordination protocol to enable multiple stakeholders to work together to protect and sustainably restore children at risk found in the railway network.

The position will also be responsible for effective execution of planned activities and quality deliverables as per agreed plan of action and timelines. Additionally, he/she is expected to work closely with the Program Manager and district fellow for quality assurance of the program:

Key responsibilities:

1. Coordinate with trained and sensitized railway authorities and road transport authorities to identify vulnerable children in strategic railway stations, bus terminals and in moving trains in the district.
2. Facilitate sustainable reintegration of children protected at the stations by coordinating with Child Helpline services, Child Welfare Committee, Special Juvenile Police Unit, Childcare Institutions, allied departments (such as DCPU, Department of Labour, Education), and Child Welfare and Protection Committees to ensure reunified children are retained within the safety net of the family.
3. Ensure all statutory compliances (*Daily Diary entry and Child Help Desk register*) are adhered at the transport terminals.
4. Ensure Individual care plan is developed and implemented for all children.
5. Plan and provide post-family restoration support to children and families for ensuring children are retained within the safety net of the family in coordination with the District Child Protection Unit.
6. Ensure that the Child Help Group (CHG) meeting is conducted, facilitated, and reported as per the SoP issued by Railways/Transport and meeting minutes prepared and shared monthly.

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7. Extending support to the Program Manager to develop and implement a coordination protocol between the Railway and district authorities, statutory child protection bodies, and civil society organizations to facilitate the convergence of services for protecting vulnerable children found in railway stations and rehabilitating them.
8. Facilitate to organize district level consultation of stakeholders, conduct raining sessions on child protection issues for Railway Officials, transport authorities and district level authorities and quarterly awareness campaigns at the Railway stations and bus terminals of the district.
9. Establish and maintain effective partnerships with relevant stakeholders Government and Non-Government to ensure the successful implementation of the program in coordination with District Fellow and the Program Manager.
10. Ensure the quality information are filled in the forms and registers on daily and updated regularly.
11. Review the per child intervention form regularly.
12. Ensure project fund utilization in line with approved grant and objectives and maintain finance related necessary supporting documents as per RCI's financial guidelines.
13. Submit qualitative and quantitative reports and update information in MIS software/Excel on daily basis.
14. Developing a case study compendium.
15. Share the Weekly Child Safeguarding report with child safeguarding lead and share any child safeguarding issue, concerns or doubts.

General duties

- Uphold and work within Railway Children India's policies and procedures.
- Conduct yourself in accordance with Railway Children India's Child Safeguarding Policy and Code of Conduct Policy in personal and professional life – which includes reporting suspicions of child abuse or any other breach of these policies.
- Actively promote and embody Railway Children India's core values of Integrity, Bravery, Innovation and Effectiveness across the organisation and partners.
- Undertake any other duties, as appropriate to the post, as delegated by the line manager.

Expected competencies:

- Minimum 6-8 years of relevant work experience in development field with prior experience in a strategy-based position.
- At least 3-5 years' experience in child rights programming is desirable.
- Ability to work independently and as part of a team.
- Bachelor's degree in social work/Social Sciences/Social studies or equivalent is essential. A master's degree is desirable.
- Should have led grassroot level teams and have had accountability for programme goals in his/her previous assignments.

Knowledge and Skills

- Experience of coordinating the implementation of child protection programme
- Experience of working with government departments in the Village, District and state. Experience of working with railway authorities will be an added advantage.

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- Knowledge on child related laws such as JJ Act, POCSO Act, Child Labour (prohibition & regulation) Act and other relevant legislation and schemes (such as Mission Vatsalya Scheme) for children
- Sensitive to the rights of children, especially on child protection and gender issues
- Computer Savvy and can manage MIS
- Excellent coordination, networking, management and partnership-building skills.
- Good communication (Hindi and English), analytical, and report writing skills.
- Willingness to undertake extensive field work.
- Flexibility and ability to work
- Sense of balance and ability to work under pressure.

Compensation offered:

The offer made to the selected candidate shall be commensurate with qualifications, experience, salary history and Industry standards.

Job Reference:

'Project Coordinator – Contractual'

To Apply:

The eligible candidates may send their application along with a cover letter at careers.india@railwaychildren.org.in by May 20th, 2023. Please mention 'job reference' in subject line of application.

'At Railway Children India we are committed to the safeguarding and protection of all those who come into contact with us in our work. We follow a range of procedures to ensure that only those who are suitable to work with children are recruited. This post is subject to a range of vetting checks including police verification.'

Due to the high volume of applications often received, only those found suitable for the role will be contacted.