

Vacancy Note: Recruitment of Project Coordinator, 2023

**Job Title** : Project Coordinator  
**Reporting To** : Program Manager  
**No. of Vacancies** : 1  
**Location** : Anand Vihar Bus Terminus

**Job Purpose:**

The position of Project Coordinator will lead the implementation of the project. The position will 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 for quality assurance of the program.

**Roles and Responsibilities**

***Ensuring effective direct implementation: (Transport terminal based)***

- Developing the monthly activity plan in coordination with the team, based on the program deliverables, budget and donor compliances.
- Executing the monthly plan of action in accordance with the budget line items and managing the budget judiciously and undermining all forms of over expenditure.
- Developing and executing the local advocacy plan in coordination with the Program Manager.
- Develop team's monthly duty roster in consultation with line manager and implement the same diligently.
- Provide handholding support to outreach team so that every unaccompanied child is reached out and protected.
- Ensure 24\*7 outreach is conducted as per the shift plan.
- 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.
- Networking with the local stakeholders within the district. Regular liaison and conversation with the various stakeholders such as DM office, Child Welfare Committee, Child Care Institutes (CCIs), District Child Line, DCPU (District Child Protection Unit), Social Welfare Department, Police, Labour, Health and Education departments, station level Railway Authorities, Civil society Organizations and any other as per Local Advocacy plan with the support from the Program Manager.
- Ensure the quality intervention in coordination with Programme Manager
- Ensure all statutory compliances (*Daily Diary entry and filling of forms*) are adhered at the transport terminal.
- Adhere and ensure all the team members adhere to the programme quality assurance framework.
- Plan and implement capacity building, sensitization programmes for transport terminal and district authorities and other stakeholders at station Level with the support of line manager.
- Ensure quarterly campaigns along with transport stakeholders to sensitise passengers.

***Ensuring effective case management***

- Ensure DD entry for children and produce children before CWC.

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- Ensure Individual care plan is developed and implemented for all children.
- Ensure thorough checking of the documentation for quality case management.
- Extending handholding support to the social worker, child welfare officer and the outreach worker as and when required (in cases of child safeguarding and potential cases of child protection)

### ***Ensuring effective direct implementation: (Community based)***

- Develop the monthly activity plan in alignment with the master community engagement plan.
- Ensure the smooth running of the community-based activity centres.
- Extend handholding support to the community facilitators and worker as and when required.
- Track the progress of the children based on the cohort.
- Undertake periodic community outreach with the community facilitators and the community outreach worker.
- Networking with the local stakeholders and the community influencers.
- Organising periodic community meetings, events, awareness programs.
- Executing all major activities adhering to donor compliance.

### ***Documentation:***

- Ensure the quality of information are filled in the forms and registers on daily and updated regularly.
- Review the intervention forms regularly.
- Ensure project fund utilization in line with approved grant and objectives and maintain finance related necessary supporting documents as per RCI's financial guidelines.
- Writing monthly reports on time and with quality and update information MIS software/Excel on daily basis.
- Developing a case study compendium
- Share the Weekly Child Safeguarding report with child safeguarding lead and encourage team members to share any child safeguarding issue, concerns or doubts.

### ***Other activities:***

- Support fund raising team in conducting fund raising related activities/events/donor visit as per requirement.
- Support the line manager in developing annual action plan and rationalised budget.
- Undertake any other duties, as appropriate to the post, as delegated by the line manager.

### ***Expected competencies:***

- Graduate in social work or in other social science disciplines with 6-8 years of relevant experience. Candidates with MSW will have an added advantage.
- 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.
- Knowledge on child related laws such as JJ Act, POCSO Act, Child Labour (prohibition & regulation) Act and other relevant legislation and schemes for children.

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- Sensitive to the rights of children, especially on child protection and gender issues
- Computer Savvy and can manage MIS
- Strong networking and management skills
- Good language proficiency (Hindi and English)
- Having eye for details
- Willingness to undertake extensive field work.
- Flexibility and ability to work in a team.
- Sense of balance and ability to work under pressure.

#### ***Expected attitude:***

- Commitment towards working on the cause of children in difficult circumstances
- Conduct yourself in accordance with the rules of ‘Child Safeguarding Policy’ and ‘Code of Conduct Policy’ in your Professional and Personal life-which includes reporting suspicions of child abuse or any breach of these policies

#### ***Job Reference:***

‘Project Coordinator, RCI’

#### ***To Apply:***

The eligible candidates may send their application along with a cover letter at [careers.india@railwaychildren.org.in](mailto:careers.india@railwaychildren.org.in) by 15<sup>th</sup> December 2023. Please mention ‘**job reference**’ in subject line of application. Applications received without correct subject line will not be reviewed.

‘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.