

JOB DESCRIPTION

Position: **Project Coordinator (Food & Nutrition)**

Report to: **Cluster Coordinator**

Works with: **Program, Operations, Finance**

About Rise Against Hunger India

Rise Against Hunger India (RAHI), a registered public trust, is driven by the vision of a world without hunger. The organization aims to end hunger by 2030 by providing food and life-changing aid to the world's most vulnerable and creating a global commitment to mobilize the necessary resources. RAHI undertakes programs that are aimed at eliminating chronic hunger and malnutrition through sustainable community development through four pathways:

- Nourishing Lives
- Responding to Emergencies
- Empowering Communities
- Growing the Movement

Functional Summary:

The Project Coordinator (Food & Nutrition) works as a field professional of the Rise Against Hunger India Cluster Office and provides technical and programmatic support for implementation of programs at the Cluster level.

Areas of responsibility:

- Work in close collaboration and under overall technical supervision of the Program Manager for the region and the Head Office Program Department in developing Cluster-based plans for Food & Nutrition programs.
- Conduct Food & Nutrition Rapid Needs Assessment in the Cluster
- Develop design plans, working drawings, technical specifications for items required for Food & Nutrition project in the Cluster
- Prepare specifications and documents for the procurement of Food & Nutrition related supplies
- Coordinate, manage resources and implement Food & Nutrition projects in the Cluster
- Provide supervision and technical assistance to field level Community Animators in program villages for Food & Nutrition programs
- Monitor and inspect work done by contractors and vendors as per project schedule
- Ensure that all Food & Nutrition components are implemented as per project plan

- Carry out close liaison and consultation with community leaders and other line departments related to Food & Nutrition in the cluster
- Assist in undertaking of the capacity building of the various groups involved in projects, including partner NGOs, Community Animators and beneficiaries
- Coordinate and supervise implementation including managing food procurement and distribution contracts.
- Maintain Food & Nutrition budgets components to ensure appropriate and efficient use of resources in the project and area of operation.
- Any other tasks assigned by supervisor/s

Qualifications and Experience:

- Master's degree or equivalent (preferably in any development related discipline) with minimum of 5 years experience in working in the areas of Food & Nutrition
- Demonstrated work skills and willingness to take on responsibility and initiative.
- Excellent communication and facilitation skills at the field level
- Ability to work independently under pressure as well as in a team with a consultative approach.
- Proficiency in English and Hindi