



Date: 15/06/2022

Desai Foundation Trust

Position: Regional Coordinator

Location: Navsari- Gujarat

Organizational Summary:

We are a non-profit that focuses on empowering women and children through community programming. Through our projects on health camps, skill development (skill and business training) and education, we ensure that the members of marginalized communities especially girls and women have access to opportunities leading to elevate their health and livelihood and enable them to dream beyond their circumstances. Our unique model of bringing programming from the incubation phase to the scale phase – experimenting with inputs and outputs results in maximum impact in these communities. We are a robust public non-profit with a long history of success. To know more about us visit at- [Desai Foundation](#)

Key Responsibilities:

1. Extensive Management, Coordination & Supervision which would entail the following deliverables:

- Project Management role for ensuring the delivery of successful projects in accordance with project deliverables and success criteria. She/he will assist in planning, outreach and implementation of the program.
- Manage day-to-day implementation activities in the field, planning and coordination with the team as well as stakeholders. Collaborate with local colleagues and organizations to implement new and existing programs.
- Oversees monitoring and facilitation of the evaluation of project and sub-projects being implemented at the regional level, including the periodic monitoring of implementing partners;
- Directly monitor the work of the district-based Area coordinators/Field Officers in the region and overall responsible for monitoring the work of staff in the region, with a view to achieving program results as identified.
- Oversees the effective provision of financial, human resources, procurement and logistics in the region;
- Provide general administrative support, which may include, but is not limited to preparing documents, spreadsheets and presentation slides.
- Travel domestically and/or regionally as required. Assume other responsibilities/duties as assigned.

2. Thorough Performance Monitoring & Reporting which would entail the following deliverables:

- Preparation of work plans in line with overall project action plan for various activities, and present it to project manager for approval and endorsement. Prepare, submit and present data reports as requested.
- Assisting in monitoring exercises related to the project implementation, retrieving substantive information on status of project, outcome, output, key performance indicators (KPIs), risks, etc.

3. Analytical Evaluation & Budgeting which would entail the following deliverables:

- Evaluate/Review program performance in relation to benchmarks, and short / long-term outcomes. Review deliverables on weekly/monthly basis and report back to the project manner and the technical team.



- Ensures integrated, results-based planning, budgeting and utilization of management (administrative) and development (program) resources in line with established policies and procedures;
- Evaluate the validity of data and documents contained in all reports. Edit and proofread all correspondence.

Regional Coordinator must have:

- Master's Degree in social Social Science/MPH/MPP/MSW or MBA.
- Knowledge and experience in transformational development at least 3 years.
- Experience in program monitoring, evaluating, and implementation plans.
- Analytical skills and experience in data reporting.
- Strong interpersonal, communication, and team-building skills.
- Ability to self-direct.
- Excellent verbal and written communication skills in English.
- Proficiency in English & Hindi. Gujarati would be a bonus, but not required.
- Fiscal Responsibilities (budgeting responsibilities, approval privileges on purchase orders and check requests, reporting and auditing functions)
- Responsible for the annual and long-range budgeting for program activities.
- Team Management & Partner Management.

Other Skills:

- Extensive daily contact with field staff, agencies and HQ.
- Extensive contact with various levels and ranks in partnering organizations, granting entities and other current or potential supporters.
- Must be able to work on weekend and/or evenings if required.

Must Be:

- Resourceful
- Kind
- Detail oriented
- Personable
- Must share a passion for Desai Foundation's values and vision
- Be a self- starter

The role and responsibilities outlined above are not meant to be an exhaustive list of tasks. The need for flexibility is required and the job holder is expected to carry out any other related duties that are within the employee's skills and abilities whenever reasonably instructed.

To Apply:

Email your CV with the Subject "Application for Regional Coordinator- Navsari, Gujarat" with cover letter explaining how your skills and experience make you a good match for the position to recruitment@desaifoundationtrust.org

***Note:** Please do not call or follow up emails until you get call from the Desai Foundation Trust.