

Sir Syed Trust (SST), a professionally managed development organization operating in states of Rajasthan, Punjab, Haryana and Uttar Pradesh, has been working for the empowerment of deprived communities from last one decade. Livelihoods, Agriculture, Natural resource management, Education and women empowerment have been integral to all its development efforts and thematic interventions. For more information about SST visit [www.sirsyedtrust.com](http://www.sirsyedtrust.com)

**Sir Syed Trust** invites applications for the position of **Project Coordinator & Project Executive-Agriculture**

**Location: Ayodhya (Uttar Pradesh), Derabassi (Punjab)**

**Key Responsibilities for Coordinator:**

- Coordination, implementation and monitoring of all assigned project activities at the field level
- Implementation of Livelihood enhancement project that include agriculture-based livelihood, women empowerment, natural resource management
- Facilitate the development of annual work-plan and budget covering the key components of the program. Ensure the alignment of key deliverables across program geographies.
- Undertake regular field visits to monitor project progress, ensure implementation quality and provide support to field teams in devising course corrections.
- Ensure timely and effective utilization of funds.
- Ability to prepare output, outcome, and impact matrix of agriculture & other activities.
- Develop and strengthen relationships/ networking with line department, government officers, community leaders in villages.
- Must have good command over excel, word and PowerPoint to prepare project reports/ presentations
- Prepare proposals, budget, presentation, and reports, success stories related to program.
- Any other responsibility assigned by management as per requirement of organization.

**Key Responsibilities for Executive:**

- Oversee implementation of Livelihood enhancement project that include agriculture-based livelihood, women empowerment, natural resource management.
- Provide technical support to team, CRPs and the farmers on best agriculture practices, SRI method, vegetable production and other aspect of agriculture in project villages.
- Provide technical support in the design and implementation of Farmer Field Schools
- Develop and strengthen relationships/ networking with line department, government officers, community leaders in villages.
- Must have good command over excel, word and PowerPoint to prepare project reports/ presentations
- Identify new/ innovation farming practices and technology suitable for small agriculture and local agro-climatic condition
- Any other responsibility assigned by management as per requirement of organization.

**Skills:**

- Good language & writing skills (written and spoken) in English and Hindi.
- Project Management and implementation skills
- Computer literacy, Knowledge of MS-Word, excel & power point
- Ability to work under pressure when needed to meet deadlines
- Ability to work with mainstream stakeholder's government departments etc. for mobilizing resources under leading government programmes i.e. MNREGA SRLM etc.

- Ability to work independently with minimal daily supervision and lead & manage team
- Travel to field locations

**Qualifications:** Agricultural graduate/ postgraduate/ MBA rural management / Agri business management from reputed institute

**Experience:** with minimum three years' experience for coordinator and two years for executive in managing agriculture / NRM/ watershed development / agri-based livelihood development/ integrated development projects with strong project management skills

**Compensation:** Salaries at Sir Syed Trust are competitive within the non-profit sector. SST fosters gender and social equity. Women and candidates from underrepresented groups are especially encouraged to apply.

**How to apply:**

Please email your statement of purpose along with a CV, contact information of two references / supervisors and current salary level (CTC) to: [hr.sirsyedtrust@gmail.com](mailto:hr.sirsyedtrust@gmail.com) , cc to: [info.sstho@gmail.com](mailto:info.sstho@gmail.com) **Subject Line** to be used – Position applied for, **mention preferred location**