

Wanted : Sr. Project Coordinator, Mumbai

SBC³ is a Section 8 (non-profit) Public Company, focused on developing and implementing SBCC programs. SBC³ is a UNICEF Partner organisation and has been working with UNICEF on developing SBCC strategies to End Child Marriages in Maharashtra.

We are recruiting for this UNICEF funded project for Ending Child Marriages (ECM) titled 'SAKSHUM' which has significant adolescent empowerment and gender transformative program components. UNICEF projects are a great opportunity for professional learning and growth.

These posts are exclusively for native Marathi speakers currently living in the state. Outstanding command of spoken and written Marathi and English are essential. Non-Marathi candidates will not be considered.

Website: www.centreforsbcc.org

Position Code: Sr. Project Coordinator, Mumbai

- a. Title: Sr. Project Coordinator
- b. No. of Posts: One (1).
- c. Location: Mumbai Head Office at Santacruz east
- d. Timing: Full time position, 5 day week.
- e. Qualifications: Post Graduate in Social Work. MBA with relevant development sector experience may be suitable.
- f. Experience: 5-6 years' experience with last 2 years at a senior position with demonstrated and direct experience of leading projects including data analysis and reporting.
- g. Date for Joining: Immediate.
- h. Roles and Responsibility:
 - Coordinate with UNICEF for monitoring visits, program requirements, data reporting; Weekly, monthly and quarterly monitor entire ECM program across all districts; Coordinate with a 9-10 member district team; Data analysis and presentation of data from all district DMIS; Monthly and quarterly reports on complete project including Activity reports for the project; Support and monitor the entire school program (3000 schools / 4 lac plus children) across 12 districts and the entire SAKSHUM Diwas campaign(1200 villages) across all 12 districts of the program: Support field teams with development of training material/ manuals/presentations; Join in for the training programs for ECM Champions and Volunteers; Collate and handover all material for Micro Site to support non program districts in the state.
 - Will be assisted by one Project Assistant and supported by a Communication Coordinator.
 - This position has the potential to grow into a leadership position in the project and in the organisation.
 - Some travel to districts will be there- for trainings/workshops /monitoring but mostly it is a Mumbai centric position.
- i. Skills and Competencies: This is a senior position and will deal directly with UNICEF team and the highest echelons of the District Administrations. Strong leadership abilities with proven team building and management skills are necessary. Excellent computer skills with Word/Powerpoint and Excel are essential. Direct experience of data analysis, reporting and strategy is necessary. Command over spoken and

written Marathi and English are mandatory. Willingness and ability to travel across Districts.

- j. Remuneration: Remuneration will be between Rs. 60,000 and Rs. 70,000/- per month subject to qualifications and experience.
- k. Reporting to: To the Managing Director.

IMPORTANT:

1. All positions are for the project- all employment is subject to project funding.
2. Candidates will need to use their own personal laptops for the project work. Allowance will be provided for Mobile and Internet.
3. Interested candidates please send us your CV by email, **before 1st March 2024** to "contact@centreforsbcc.org" with the subject line marked with the Position Code : **Sr. Project Coordinator, Mumbai**
4. **IMPORTANT:** This position is primarily for those currently located in Mumbai mentioned above. We regret that **Outstation candidates will not be considered.**

