

**Organization Name: Mahila Housing Sewa Trust (MHT)****Job Description- Assistant coordinator****About the Organization:**

Mahila Housing Sewa Trust (MHT) was founded with the mission of improving the housing, living and working environments of the poor women in informal sector. It works on the intersection of urban development, climate change and habitat improvement for the poor. As of date, it is present in 1000+ slums across various cities of India.

**Major Roles and Responsibilities:**

1. Manage the project - "A Frame Work for Just Transition in Cities: The MHT Approach" and ensure that its targets are delivered to the satisfaction of the organisation with support from the Project Coordinator.
2. Support in training the Community Action Groups (CAGs)/women leaders from slum communities on various modules.
3. Manage any related opportunities emerging for the organisation in Bangalore.
4. Develop and manage partnerships that are critical to the organisation and the programme.
5. Engage with Governmental organisations important for the development of the MHT programme in Bangalore.
6. Support to develop the project reports, the policy inputs and the communications regarding the project.
7. Support in fund raising, as and when required.
8. Capacity building of the other staff as required.

**Position:** Full-time position

**Location:** Bangalore, Karnataka

**Qualifications**

1. The applicant should be Graduate or a Post-Graduate and is expected to have 1-2 years of working experience in a professional environment although candidates with lesser experience will also be considered based on an interview.
2. Knowledge of or degree in Social sciences, Development Studies and any other related fields related to urban studies is favourable.
3. Women candidates would be strongly preferred.

**Expected Attributes:**

1. Microsoft Office is a MUST. Knowledge of softwares like AutoCAD, InDesign, Photoshop, illustrator, GIS etc. is a plus.
2. Should have strong ability to understand and interpret urban issues especially at informal sector.
3. Should be able to communicate well through mediums such as presentations and report writing with command of English language as a must.
4. Speaking and writing abilities in Kannada, Tamil and English, along with speaking abilities in Hindi, is a must.
5. Should be able to handle basic management and coordination for carrying out day to day office activities.
6. Should be able to understand the grassroots culture of the organisation, along with the technical interventions, respect and nurture it.
7. She should be open to travel to Ahmedabad-India when necessary. Most travel will be planned and will be limited. It is also expected that the applicant is committed to serving their contracts and commitments while working at MHT.
8. Ability to structure, track and monitor tasks and their progress
9. Proven ability to manage people, resources and finance

**Remuneration**

Remuneration will be based on the qualifications & experience of the applicant.

Interested candidates can mail the following with the Subject line “**Application for Assistant Coordinator - Bangalore**” to [info@mahilahsg.org](mailto:info@mahilahsg.org) :

- **Curriculum vitae**
- **Statement of interest detailing why you want to work with MHT (max. one page)**