

Organisation: Gujarat Mahila Housing Sewa Trust (MHT)

Position Title: Associate Coordinator

Reporting to: Project Manager

Location: Ranchi

About Organisation:

Gujarat Mahila Housing Sewa Trust (MHT) was founded in 1994 based out of Ahmedabad with the mission of building housing and living environments for poor women and girls. MHT's programs address basic civic and housing infrastructure needs, including water, sanitation, drainage, solid waste management, roads, electricity/energy, low-income housing and secured land tenure. MHT facilitates access to information along with financial, legal and technical services in housing, water and sanitation, and energy sectors with a focus on improving the quality of lives and livelihoods of poor women and girls.

Main Responsibilities:

- Personnel planning & monitoring
- Collect and collate data related to project activities, process documentation, case study and best practices.
- Weekly team and project planning, monitoring and reporting.
- Weekly closing of advances, community contributions and other cash-related transactions.
- Undertake regular field visit to area to assess effective & efficient program delivery
- Provide feedback to program manager with respect to achievement, shortcomings and further development at regular intervals
- Prepare & share monthly, quarterly and other reports in timely manner.
- Project-based government liaising
- Monthly review with Coordinator.
- To actively participate in and contribute to all team processes in the state
- Execute any other task assigned by supervisor

Essential Qualification:

- Qualification: Preferably Masters or at least Graduate in Rural Development / Social Sciences / Management Streams
- Minimum no. of years of experience: 2-3 years should have handled minimum 2 projects – preferably in social sector
- Experience & knowledge of data management
- Fluency in regional language and Hindi – English language would be beneficial.
- Basic computer knowledge
- Good interpersonal communication skills

Salary:

- Salary will be commensurate with the qualifications & experience of the candidate.

Application Process:

Please send your CV to karmika@mahilahsg.org and ranchi@mahilahsg.org with subject line “**Associate Coordinator – Ranchi**” latest by 15th Dec, 2022

Qualified women are encouraged to apply.

Note: Only shortlisted candidates will be contacted and invited for interview

For organizational details please visit our website – www.mahilahousingtrust.org