



JOB DESCRIPTION

POSITION: Project Coordinator

LOCATION: Pune (Maharashtra)

REPORTS TO: Project Lead

LEVEL/GRADE: Sr. Project Coordinator/Manager

About ACCESS:

ACCESS Development Services is a national livelihoods promotion organization with a focus on incubating innovations and developing sustainable models for livelihoods promotion of the poor. To this end, ACCESS is structured uniquely to work at all levels of the value chain – implementing programmes on the ground (Tier I), working with Civil Society Organizations, Government Departments, Corporate sector, and Multilateral / Bilateral Agencies (Tier II) as also undertaking national initiatives to influence and support policy initiatives and strengthening the enabling environment (Tier III). ACCESS, with its head office in New Delhi has a pan-India presence having state offices in 9 states and 26 project offices. More at www.accessdev.org

Project Kirana Phase II is a new urban initiative of ACCESS, under its Kiran Programme, supported by Mastercard Center for Inclusive Growth. Under the project, *kirana* store entrepreneurs in the city of Pune will be identified and onboarded to the Project and training and capacity building programmes using a set of innovative training resources will be organized to improve their business skills and to help them upscale their business. The project will have an action research orientation and the *kirana* businesses and the entrepreneurs will be tracked to assess business outcomes and adoption of good business practices. 5,000 *kirana* store entrepreneurs will be covered under the initiative.

Position Summary:

In this context, ACCESS is inviting applications from self-driven professionals who are interested to take on the role of Project Coordinator and delivering against the objectives of the project. The Project Coordinator will be responsible for timely and high-quality implementation of the project in designated areas of Pune city (Maharashtra) reaching out to 2,500 *kirana* store entrepreneurs as per the objectives and deliverables of the project.

Responsibilities:

1. Manage, support and build capacities of a team of Enterprise Master Trainers and Field/Cluster Coordinators to deliver project activities on the ground.
2. Ensure the onboarding of kirana store entrepreneurs to the project to meet project onboarding targets.
3. Develop monthly & weekly training plan in coordination with team and aligned to deliver against project timelines, track implementation against same and report progress to Project Lead on weekly & monthly basis.
4. Conduct weekly and monthly review and planning meetings with team to review progress on activities and outcomes, identify any implementation gaps and challenges and develop appropriate strategies for addressing the same and trouble-shooting.





5. Review MIS data with MIS Coordinator and guide team on proper data collection and submission towards ensuring accuracy.
6. Visit *kirana* shops on periodic and sample basis across all clusters to assess and monitor performance of team and report back to Project Lead.
7. Conduct quality documentation of project activities, outcomes and learnings through case-studies, periodic progress reports etc.
8. Develop and implement strategies for effectively mobilising *kirana* shops to participate in training programmes and promote adoption of the good business practices by *kirana* store entrepreneurs.
9. Engage with relevant local stakeholders such distributors, wholesalers, retailers' associations, banks, government officials, etc., to ensure smooth functioning of project and possible convergence.
10. Track and ensure financial propriety in project expenses on ground activities as per approved budget in coordination with Project Lead.
11. Work as per the guidelines of project and organization.
12. Implement any other tasks assigned by Project Lead or HQ as per requirement.

Education & Experience:

- Atleast **4 years** of relevant experience of implementing community development projects related to enterprise development and training and livelihood promotion. Experience of working in urban context is desirable.
- Master's degree from any recognized university, preferably in Development Studies, Entrepreneurship Development or Social Work.
- Atleast **2 years** of experience of managing an implementation team.

Skills and Competencies:

- Project & Team Management
- Reporting & Documentation
- Ability to converse fluently in Marathi and English

Travel Requirement

- Willingness to travel regularly within Pune city as required for implementing the project efficiently.



COMPENSATION:

The salary range for this position is commensurate to industry standards and will be determined based upon experience set of the candidate and the HR policies of the organization.

ACCESS is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, gender, sexual orientation, gender identity or expression, religion, national origin, marital status, age, disability,

Interested candidates should send an up-to-date CV and cover letter addressing the above requirements to sukhbir@accessdev.org. Only short-listed candidates will be contacted. The deadline is November 30th, 2022.

