



JOB DESCRIPTION

POSITION: Project Coordinator

LOCATION:

- 1 Position: Selected districts in Haryana (near Delhi) & Delhi
- 1 Position: Selected districts in Uttar Pradesh (near Delhi) & Delhi

REPORTS TO: Project Lead

LEVEL/GRADE: Sr. Coordinator

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 Summary:

AWE Project is a new initiative of ACCESS, to promote women's enterprise and help them realize their potential for socio-economic empowerment and sustainable business growth through capacity building, business improvement and peer learning. Under the project, 6000 women micro-entrepreneurs in urban and peri-urban areas of Delhi and selected districts of Haryana and Uttar Pradesh (near to Delhi) will be identified and engaged for building their business skills and to help them upscale their enterprises. Training and capacity building will be undertaken using a set of innovative training resources. The specific objectives of the project are to: advance access to financial services and entitlements among women micro-entrepreneurs through financial literacy, enhance women entrepreneurs' business efficiency and competitiveness for improving revenue and profit and enhance women's decision making, mobility, and negotiation skills.

Implementation Districts: Delhi: All districts; Haryana: Faridabad, Gurugram, Sonapat, Jhajjar, Nuh, Rewari, Palwal; Uttar Pradesh: Ghaziabad, GautamBuddha Nagar, Baghpat, Hapur

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 districts/clusters reaching out to total 2,500-3,000 women entrepreneurs as per the objectives and deliverables of the project.

Responsibilities:

- Drive project activities in allocated clusters in timely and outcome-oriented manner.





- Along with Project Lead, form implementation clusters and allocate cluster-wise mobilisation and implementation responsibilities and targets to team of Master Trainers and Cluster Coordinators.
- Develop in coordination with team, monthly and weekly training plan aligned to deliver against project timelines.
- Manage, monitor and build capacities of a team of 2-3 Master Trainers and 8-10 Cluster Coordinators to ensure effective delivery of project activities and community mobilisation.
- Ensure the onboarding of women entrepreneurs to the project to meet project onboarding targets.
- Conduct weekly and monthly planning and review meetings with team to review progress on activities and outcomes, identify gaps and develop appropriate strategies for course correction and trouble shooting.
- Prepare and submit monthly training plan and monthly progress updates to Project Lead.
- Visit project clusters and participants on periodic and sample basis across all clusters to assess and monitor performance of team and report to Project Lead.
- Undertake sample-based tracking of women entrepreneurs to map overall project outcomes.
- Monitor and oversee indicator-based MIS to track project progress in clusters. Review MIS data with MIS Coordinator and guide team on proper and accurate data collection and submission.
- Develop and implement strategies for effectively mobilising women entrepreneurs to participate in training programmes and promote adoption of the good business practices and access of business support services.
- Identify and engage with local stakeholders (such as financial institutions, business associations, regulatory and facilitatory government agencies etc.) under the guidance of the Project Lead to facilitate the access of services by women entrepreneurs.
- Conduct quality documentation of project activities, outcomes and learnings through case-studies, periodic progress reports etc.
- Generate case-stories and testimonials from project stakeholders and engage with local media platforms for effective project communication at local level.
- Participate in periodic project review meetings.
- Manage office administrative functions including but not limited to monitoring and compiling timesheets and log-books of Master Trainers and Cluster Coordinators, office assets management and consolidating bills and vouchers related to project activities and office expenditures.
- Track and ensure financial propriety in project activity and field office expenses as per approved budget in coordination with Project Lead.
- Work as per the guidelines of project and organization and implement any other tasks as may be assigned by Project Lead OR Head Office as per requirement.

Education & Experience:

- Master's degree from any recognized university, preferably in Development Studies, Entrepreneurship Development or Social Work.
- At least 3-4 years of relevant experience of implementing community development projects related to enterprise development, livelihood promotion and training.





- Experience of working in urban context is desirable.
- Atleast 1-2 year of experience of managing a field implementation team

Skills and Competencies:

- Project & Team Management
- Reporting & Documentation
- Networking & Liaison with Stakeholders
- Communication & Interpersonal skills

Language Proficiency:

- Excellent command over Hindi language (read, speak, understand and write)
- Good command over English language (read, speak, understand and write)

Travel Requirement:

- Willingness to travel across project locations (Delhi, Haryana, UP) as required for implementing the project effectively.

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, and is committed to providing an environment of fairness, and mutual respect where all applicants have access to equal employment opportunities. ACCESS values diversity and inclusion, and 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 and disability.

Interested candidates should send an up-to-date CV and cover letter addressing the above requirements to hr@accessdev.org. Only short-listed candidates will be contacted. The deadline is 30th November 2023.