



Note: The below mentioned positions are for Madhukar Livelihood Foundation (MLF) , a partner organisation of Meghalaya Basin Management Agency. All positions will be governed by the HR policies of MLF.

Project Co-Ordinator – Job Description

Job title	Project Co-ordinator – 1. Garo Hills 2. Khasi & Jaintia Hills
Summary	<p>The Project Co-ordinator responsibilities include the overall support of the project team for design development and implementation of the projects on time within budget and within scope. Oversee all aspects of projects. Set deadlines, assign responsibilities and monitor and summarize progress of project. Prepare reports for upper management regarding status of project.</p> <p>The successful candidate will work Project Head and the clients to ensure deliverables fall within the applicable scope and budget. He or she will coordinate with other departments to ensure all aspects of each project are compatible.</p>
Reports To	Project Manager / Project Head
Location	<ul style="list-style-type: none"> • Garo Hills – Tura • Khasi & Jaintia Hills - Shillong
Duration of the assignment	1 Year. The duration may be extended based on the requirement.
Primary Responsibilities	<ul style="list-style-type: none"> • Co-ordination of all activities of the project stakeholders including • Local Community, Local Administration, Project management team • Project vendors and buyers • Assisting and supporting the project manager. • Designing and controlling the project schedule. • Preparing presentations to update senior management on the project's progress and showcase the project's value. • Delegating tasks to team members. • Ensuring deadlines are met. • Organising and attending stakeholder meetings. • Providing administrative support. • Organising project team meetings and recording minutes. • Liaising with stakeholders to determine the project's objectives. • Assist in the definition of project scope and objectives, involving all relevant stakeholders and ensuring technical feasibility • Create and maintain comprehensive project documentation

	<ul style="list-style-type: none"> • Coordinate internal resources and third parties/vendors for the flawless execution of projects • Manage the relationship with the client and all stakeholders • Track project performance, specifically to analyze the successful completion of short and long-term goals • Perform other related duties as assigned • Develop spreadsheets, diagrams and process maps to document needs
Knowledge & Skill Requirement	<ol style="list-style-type: none"> 1. Bachelor's Degree / Master's degree in appropriate field of study including Engineering, Management, Food Sciences, Horticulture, Agriculture & Social Work 2. Proven 3-5 years working experience in project management especially community-based projects. Only candidates having this relevant experience may apply 3. Strong working knowledge of Microsoft Office (MS Excel, MS PPT, MS Word). 4. Excellent written and verbal communication skills, fluency in either Khasi, Pnar, Garo would be an added advantage. 5. Strong organizational skills including attention to detail and multitasking skills
Remuneration	Negotiable, based on experience.

- *Application form duly filled along with self- attested credentials should only be submitted "Via-email" to prime.rural.mbma@gmail.com*
- *The application form may be downloaded from www.mbda.gov.in*
- *Last Date for submission of application is 3rd Sept 2021 up to 05:00 PM.*