

Project Coordinator for MDRF

Job Purpose
To provide overall project coordination support for MDRF implementation and coordination based out of Shillong, Meghalaya.
Job Outline
Meghalaya District Research Fellowship (MDRF) Programme to be launched under the auspices of the Planning Investment Promotion and Sustainable Development Department (PIPSDD), Govt of Meghalaya of the Government of Meghalaya, with the Bharti Institute at the ISB serving as the knowledge and implementation partner. This initiative would be transformative to engage educated, experienced, and dynamic young individuals to work closely with the state government at District level to promote transparency, accountability, and efficiency in public office. The programme seeks to foster growth and development in the state by supporting the District Magistrate & Collectors in implementation of various development schemes and addressing issues at the district level.

Eligibility Criteria	
Knowledge / Education	Specific Skills
Master's degree in Rural Management, Development Studies, Public Policy, or related fields from an institution of national repute.	<ul style="list-style-type: none"> • The candidate will be aligned with the MDRF fellows and PIPSDD teams and will act as a Liaison between BIPP and PIPSDD. • The candidate will help us with end-to-end coordination required for the smooth delivery of the project. • The candidate will assist in designing and finalizing the training modules for the fellows • The candidate will assist in logistically organising the periodic training programs for the fellows and ensure seamless delivery of the content • The candidate will be in constant touch with the fellows and act as a mentor to resolve any of their issues • The candidate needs to oversee the activities of the project, purchase of material, as well as manage the relationship with the partners • The candidate needs to also respond to the various queries flowing in from different sources. • The candidate will update the AD and ED of BIPP regarding the progress of the fellows and assist in mitigating any challenge faced by them

S. N	Key Responsibilities	% Time Spent
1.	<p>Project Coordination and Management:</p> <ul style="list-style-type: none"> • Oversee day-to-day project activities to ensure they are completed on time, within scope, and within budget. • Coordinate with various stakeholders including PIPSDD and other government departments to ensure smooth project implementation. • Facilitate communication between various stakeholders internally as well externally on need to basis. 	40%
2.	<p>Stakeholder Engagement:</p> <ul style="list-style-type: none"> • Build and maintain relationships with key stakeholders including PIPSDD at state level, district officials and others • Facilitate training sessions internally for capacity building of MDRF fellows 	20%
3.	<p>Monitoring and Evaluation:</p> <ul style="list-style-type: none"> • Implement monitoring and evaluation plans to track project progress and impact. • Utilise technology solutions for data management, performance analysis, and reporting with the help of others • Ensure compliance with implementation guidelines and standards through regular site visits and audits. 	20%
4.	<p>Data Management and Reporting:</p> <ul style="list-style-type: none"> • Collect, analyse, and report data related to project activities, outputs, and outcomes. • Prepare and submit periodic reports related to project progress to various stakeholders. 	20%
	Total Time Spent on All Responsibilities	100%