



DETAILED JD FOR CHiRP Coordinator – www.samerth.org

Location: Raipur, Chhattisgarh

1.1 Remuneration: 80,000 per month

1.2 Educational Qualification and key competencies

- Master Degree: preferably in Livelihoods or Landscape restoration/ Agronomy/Agroforestry Forestry/ with managerial experience
- 10+ years of experience of donor management, managing programs independently and handling large teams
- Experience of team management, conflict resolution and working with multiple stakeholders
- Experience of coordinating and managing thematic experts, identifying technical needs – addressing them through facilitating training programs
- Ability to provide field-based support to field team
- Ability to manage and analyze data (Excel & other data management tools)
- Excellent verbal and written communication skills English & Hindi – proposal development, report writing, presentation skills etc
- Willingness to spend time in field visits, local & interstate travel

1.3 Role:

- Donor & stake holder management
- Project planning, HR management and monitoring and reporting of project activities
- Support and provide technical inputs to project team on climate resilience, agroforestry, regenerative agriculture, conservation linked forestry, nursery management, eco-system-based livelihood model.
- Monitor the progress in the field and ensure supportive supervision
- Regularly meet and establish relation with District administration, MGNREGA department, Panchayat department and other officials for advocacy and report sharing.
- Participate and make representations in workshops, trainings, review meetings as and when required. Support in identifying issues and facilitating resolution by escalating it to appropriate authorities
- Support in developing communication and Capacity Building tools for community members & stakeholders
- Resource mobilization support and connect with other funding sources relevant to Samerth's ideologies
- Support to Senior Management Team in organization of development initiatives, staffing and recruitments.
- Collaborating with stakeholders such as community groups, government agencies, to ensure that management plans are aligned with the needs of the project .
- The person is required to collaborate on fundraising and grant writing efforts to



support project management initiatives.

