

**Job Description**

1. **Introduction**

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| Job title | Programme Coordinator  |
| Grade | 5 |
| Location | Hyderabad |
| Reporting to | Regional Manager-ALOS |
| Reporting from | None |

1. **Context**

WaterAid has operated in India since 1993, to help realise its vision of a world where everyone has access to safe water and sanitation. During the course of the past 19 years it has grown from an agency confined to one region – South India – to a nationally recognised leader in the water and sanitation sector, spanning more than 10 states and working with about 50 partner organisations – governmental and non-governmental.

1. **Purpose**
* To develop and manage the delivery of programme work with partners in the state, economically and effectively, and in a manner consistent with WaterAid’s strategy, values and approach
* To support advocacy and networking in the state, and be constantly updated on the sector developments; to engage with partners, sector players, local governments, and other institutions and support their capacity building

1. **Responsibilities**
	* Programme management
	* Develop state specific strategy and action plan as per the regional programme direction
	* Develop programme plan, budget, and partnerships for the state, which includes all activities from concept notes to proposal development, partner assessment to partnership management, annual plan for the programme, project cycle, financial management etc.
	* Analyse implementation processes to validate the impact of implemented projects
	* Study the external environment and provide regular feed back to projects to strengthen and improve quality of planned interventions
	* Assess areas for capacity enhancement for project teams
* Monitoring, reporting
	+ Responsible for programme monitoring as per the monitoring framework, reviewing the projects for progress vs. plan. ensuring timely reports from partners
	+ Responsible for submitting consolidated reports (including half-yearly and annual ones) and reporting on exceptional basis with action recommendation
* Sector engagement and advocacy
	+ Build and manage relationships with key stakeholders in the state
	+ Support people centred advocacy, related processes and campaigns in the state
	+ Support policy advocacy works and networking in the state
	+ Coordinate and regularly interact with sector players, local governments, and other institutions
	+ Facilitate convergence and leverage of support from other sources
	+ Update organisation internally on local developments and inform external players of WaterAid updates
* Technical support and capacity development
	+ Support partners in setting up project management systems in accordance with WaterAid guidelines
	+ Ensure adherence to technical and programme standards and quality
	+ Coordinate with Policy team and Programme Support Unit for technical monitoring and partner capacity building
* Documentation and learning
	+ Document processes and case studies, contribute to learning through sharing India and international developments
	+ Analyse the issues and outcomes, disseminate the learning from the projects
	+ Identify and encourage projects that are innovative and with learning aspects
* Health and safety
	+ Ensuring compliance to the organisation’s policy and procedures, such as risk management, Health and Safety policy, Water Quality Protocols, etc
1. **Eligibilities and requirements**
	* Education
		+ Post-graduate degree in social sciences, rural/urban development, economics, water/health management, environment, social policy, engineering from a reputed university/institute
	* Experience
		+ Between 7 to 12 years of relevant work experience in similar organisational/functional context
	* Other specifications
* Experience in NGO partnerships
* Exposure to networking and alliance building processes
* Experience in coordinating/dialoguing with state and district administration
* Experience in programme monitoring and report writing
* Experience in organising training workshops
* Experience in donor reporting
* Experience of handling networks and developing alliances
* Strong interpersonal and communication skills
* Ability to network
* A self-starter, able to work independently
* Ability to work with a range of people from different backgrounds in an open-minded, non-dogmatic manner