

Organization Development Process Coordinator Full time

The Organization Development Coordinator is responsible for coordinating, consolidating, and ensuring smooth implementation of program. At the regional / district level, the Organization Development Coordinator represents Coro and its relevant stakeholders. Typically, the Organization Development Coordinator will report to the Lead Person, but will work closely with the domain people, Regional Lead and Organizations.

KEY RESPONSIBILITIES

(a) Coordination

Depending on the context and mission needs, the Organization Development Coordinator will help Organization and Organization head to implement process within the organizations. Also help to the regional lead for facilitation and handholding to the organizations. The coordinator also coordinate with Dignity Academia Foundation for constant handholding with organizations. Organization Development Coordinator will work in collaboration with the programme Lead, M&E person, and Documentation Person. In this capacity, they will provide general support, guidance, and serve as focal point during programme planning, intervention design, and documentation reporting.

(b) Management

The Organization Development Coordinator oversees the regular management of all Organization development programe support activities, administration-related queries, and security / risk-related reporting of work. They also share coordination responsibilities with Organization Development team members who work at the central / office level. The Organization Development Coordinator ensures that procedures and funding partner regulations applicable to activities are implemented in localities / districts / regions with regards to programme, logistics, security / risks, HR (prevention of harassment, health care provision, etc), and administration are closely followed.

(c) Logistics

While the context may vary, the Organization Development Coordinator will typically be responsible for assisting Organization development process, with logistics at the local / district / regional levels, ensuring the proper implementation of activities, campaigns and events.

(d) Administration / Human Resources

The Organization Development Coordinator is responsible for ensuring that administrative protocol is observed the activities at the local / district / regional levels. The Organization Development Coordinator ensures the proper management of planning, authorization of events / campaign work, and reporting to the team. The Organization Development Coordinator also ensures the management of Human Resources in accordance with Coro's fieldwork guidelines and the legal requirements.

QUALIFICATIONS

- BA, BSW, MA, MSW, MPhil or degrees in relevant areas.
- Substantial knowledge regarding programme management at the field level.
- Good understanding of standard logistics procedures and HR compliance practices required.
- Strong communication and presentation skills (written, oral, cross-cultural).

Organization Development Process Coordinator – Roles & Responsibilities

- Ability to multitask and deal with challenging situations.
- Ability to adapt within the working environment.
- Ability to work in a team setting, but also individually.
- Fluency in Marathi and/or Hindi required; in English, desirable.

EXPERIENCE

- At least 3 years previous field experience in a relief NGO, ideally in a similar role.
- Preferably some managerial experience in an NGO or collective (*Sangathan*).
- Some experience in risk & conflict management, mediation and resolution desirable.

REMUNERATION

Rs. 35,000 to 45,000 per month.