

Job Announcement Form

Professional Assistance for Development Action (PRADAN)

Title of the position offered	Project Coordinator
Number of Vacancies	1
Responsibilities:	• Support the overall implementation and management of the project, including financial management, monitoring, documentation, and reporting. • Support the project team in achieving outcomes related to gender-responsive governance and strengthening women's participation in water governance and management. • Develop training modules and facilitate capacity-building programmes for government officials, frontline functionaries, PRI representatives, and SHG leaders on gender mainstreaming and gender-responsive governance. • Organise and facilitate seminars and learning platforms for elected women representatives, and strengthen the capacities of women's collectives and associations. • Design and facilitate workshops to strengthen the knowledge, skills, and leadership capacities of women water volunteers. • Coordinate with relevant government departments, PRIs, and key functionaries to facilitate effective programme implementation and convergence. • Develop and disseminate information, communication, and awareness materials to support programme objectives and stakeholder engagement. • Compile and submit programme reports and support periodic internal reviews, learning, and documentation.
Eligibility criteria	• Post Graduate or graduate, minimum 15 years formal education. • Two years of experience in related development project implementation and management
Place of posting/Location	Ranchi, Jharkhand
Proposed Salary range	Salary will commensurate with experience of the candidate and as per the market standard.(As per PRADAN pay structure for FTEs)
Nature of job	1 year Fixed-term contract and extendable based on performance
Last date of Application	7 th October, 2026
For any queries write to	sauravdutta@pradan.net
Preference	• Minimum 2 years of relevant experience in the development sector, preferably in areas such as Natural Resource Management (NRM), WASH, Water Management, Local Governance, or Gender. • Willingness to undertake extensive field travel. A valid driving licence and ownership of a two-wheeler will be an added advantage. • Candidates who can join immediately will be preferred.
Apply through the link	https://forms.gle/GYY8sUT1HX5oiKMa9

