

Superintending Engineer
(Special Projects)

Special Projects Department
Amma Maligai, Ripon Building Complex
Greater Chennai Corporation, Chennai 600003

The prescribed qualification, experience, remuneration and roles and responsibility of 'Program Coordinator' to be appointed in the Gender and Policy Lab under the Chennai City Partnership Project between Government of Tamil Nadu and World Bank, funded by Nirbhaya fund

Name of the Position: Program Coordinator

Parameter	Description
Name of the position	Program Coordinator
Reports to	Superintending Engineer, Special Projects Department
Tenure	1 year on contractual basis
Educational Qualifications	Master's in Social Work or equivalent.
Total no of years of Experience	Minimum 2 years of work experience
Details of experience	<ul style="list-style-type: none"> • Experience in implementation of social development projects relating to Gender / Women's empowerment in government and/or NGOs • Experience in stakeholder management- NGO/ government, elected representation • Experience in training program management and supporting social campaigns • Data collection and data management • Reporting writing and documentation • Budget tracking and reporting • Strong skills in use of technology such as MS office, Excel and Powerpoint, SPSS, Google forms etc • Good Proficiency in reading, writing and speaking in Tamil

Job Description	<ul style="list-style-type: none"> • Support on ground level implementation of projects with different departments. • Coordinate with different stakeholders like Working Group and Voluntary Advisory committee on project planning and implementation • Manage logistics during training programs and workshops • Support on the ground for campaigns implementation • Tracking action plans and budgets and provide financial reports for projects / programs • Creating and managing project implementation data • Coordination of Primary and Secondary data collection support for research studies • Monthly and quarterly up dation on action plan achievements and budget spend. • Drafting and following up on required approvals for project implementation.
Remuneration	Rs 50,000/- per month (All inclusive)
Last date of submission of application	<p>15th July, 2024.</p> <p>Applications to be submitted along with copies of certificates to the office of</p> <p>Superintending Engineer, Special Projects Department, Greater Chennai Corporation, Muthamizh Arignar Kalignar Mu Karunanidhi Building, Ripon Building Complex, Chennai 600 003.</p> <p>Applications via email to be sent to sespecialprojects@gmail.com with copy to chennaigenderlab@gmail.com</p>
Selection process	<ol style="list-style-type: none"> 1. Submission of application with CV and copies of educational certificates on or before 15th July 5.30 PM 2. Screening of candidates based on scrutiny of applications 3. Shortlisted candidates based on application screening will be invited for the final interview only Female Candidate at the Greater Chennai Corporation