

## **JOB DESCRIPTION**

### **Cluster Coordinator Bharat Rural Livelihoods Foundation**

**1. POSITION VACANT: Cluster Coordinator (01 Vacancy), Bharat Rural Livelihoods Foundation.**

**2. LOCATION: Tantnagar Block, West Singhbhum District, Jharkhand.**

### **3. ORGANISATION BACKGROUND:**

The Ministry of Rural Development set up Bharat Rural Livelihoods Foundation (BRLF), Government of India (GOI) as an independent organization under the Societies Registration Act to facilitate civil society action in partnership with State and Central Government, to transform livelihoods and lives of rural households, with an emphasis on women, particularly in the Central Indian Tribal Region.

BRLF is a unique and first-of-its-kind initiative. The Foundation is a partnership between Government on the one hand and private sector philanthropies, and public and private sector undertakings (under Corporate Social Responsibility) on the other. Major functions of BRLF are fostering strategic partnerships with state govt for improving program outcomes, providing financial grants to Civil Society Organizations (CSOs) to meet their human resource and institutional costs for up-scaling of proven interventions, investing in institutional strengthening of smaller CSOs, capacity building of professional human resources working at the grassroots, and to create a knowledge Hub for the sector.

For more details, visit [www.brlf.in](http://www.brlf.in)

### **4. JOB DESCRIPTION/ RESPONSIBILITIES:**

The **Cluster Coordinator** shall be responsible for the following.

#### **Key Job Responsibilities:**

- (1) Ensure smooth implementation of project activities in the assigned cluster level;
- (2) Supervise the work of CRPs and provide them with hand-holding support at the village level;
- (3) Ensure coordination with PRIs and VO's for their active involvement in the project process;
- (4) Data and MIS management

### **5. QUALIFICATIONS, EXPERIENCE AND COMPETENCIES:**

#### **Qualification and Experience:**

Graduate in any discipline with one to two years of work experience in social mobilization

Or,

Matriculate with a minimum of five years' work experience in social mobilization and natural resource management with the rural community at the grassroots.

Or,

Non-matriculate Community Resource Persons trained and guided by reputed NGOs/ Institutions and have more than five years of work experience in SHG and natural resource management may also apply.

### **Essential Skills and Competencies:**

- (1) Should be motivated to work in the villages, especially with deprived sections and willing to acquire new knowledge and skills relevant to the project and guide implementation processes;
- (2) Fluency to communicate in the local language;
- (3) Ability to work in a multi-cultural/ multi-disciplinary team;
- (4) Ability to multi-task and work well in such a team;
- (5) Willing to travel.

### **6. COMPENSATION OFFERED:**

The remuneration package is budgeted for the range of INR 15,000-23,000/- per month. The offer made to the selected candidate shall be commensurate with the qualifications, experience, and salary history.

### **7.LOCATION(s): Tantnagar Block, West Singhbhum District, Jharkhand.**

**8.Age Limit:** Max. Up to 35 years

### **\*\*Languages**

Good command in speaking, reading, and writing in English and Hindi are required.

### **9. APPLICATION PROCESS:**

Eligible candidates interested in this position are requested [to apply using link](#) .Only shortlisted candidates will be contacted. Please do mention in first question of application form "position of Cluster Coordinator – Tantnagar ”.

***BRLF is an equal opportunity organization without any discrimination by virtue of religious belief, social class, caste, special ability, or gender. BRLF is an equal opportunity organization. Qualified women are encouraged to apply.***