



## **Bharat Rural Livelihoods Foundation (BRLF)**

### **Job Description – Capacity Building Coordinator**

**Title:** Capacity Building – Coordinator

**Reports To:** Capacity Building Executive (BRLF)

**Location:** Shiv Nadar Institution of Eminence (SNIoE) Campus with travel to Central India Tribal Belt geographies

**Nature of employment:** Full-time contract with benefits

**Number of Vacancies:** 1

#### **BRLF-SNioE Partnership for the MA in Rural Management Program**

Bharat Rural Livelihoods Foundation (BRLF) is supporting a first-of-its-kind MA in Rural Management (MA-RM) Program at Shiv Nadar Institution of Eminence (previously known as Shiv Nadar University). The program aims to create a new generation of young leaders who will become catalysts of transformative change in rural India. We are looking for a dynamic and organized professional who will be the point person to ensure the smooth functioning of the BRLF-SNioE partnership, ensuring seamless coordination of program activities and supporting various administrative functions of the program while maintaining a dotted line relationship with MA-RM Program chair (SNioE).

#### **Key Responsibilities:**

- 1) **Outreach for the MA in Rural Management program:** Main Person in charge of the outreach for the MA in Rural Management program to secure the very best students for the program each year
- 2) **Maintaining Bridge between BRLF & SNioE:** Act as the primary liaison between BRLF and SNioE, facilitating regular communication, program updates, administrative and programmatic reporting, and collaboration between the two organisations.
- 3) **Support to Program Staff:**
  - Assist the program staff in various administrative tasks, including coordinating English sessions and IT-related requirements for students and ensuring compliance with financial procedures related to scholarships awarded by BRLF to SNU students.
  - Keep accurate records of scholarships and stipends, including transfers and related financial documentation.
- 4) **Vendor Relationship Management:** Manage vendor relationships for joint requirements between BRLF and SNioE, ensuring timely delivery and quality of services/products. Monitor content and quality of deliverables to fulfil ToRs with all vendors.
- 5) **Coordination of Field Education Semester:** Coordinate logistics and communication with host organisations for the Field Education Semester, ensuring smooth implementation and support for students, faculty, and staff.

- 6) **Field Coordination and Travel:** Travel to field locations as required to coordinate activities and provide support to students, faculty, and staff of the MA-RM Program at SNIoE.
- 7) **Coordination of Big Events:** Collaborate with program staff, faculty members, and stakeholders to organise major events throughout the year, ensuring successful planning, execution, and follow-up.
- 8) **Additional Responsibilities:** Undertake any other tasks as assigned by the Program Chair to support the smooth functioning and growth of the MA-RM Program.

**Qualifications and Skills:**

- Bachelor's degree in a relevant field. Master's degree preferred.
- Proven experience in program coordination, project management, or related administrative roles.
- Strong organisational skills with the ability to multitask and prioritize effectively in a dynamic environment.
- A sense of deep compassion towards people from severely disadvantaged circumstances
- Excellent communication and interpersonal skills, with the ability to build and maintain relationships with stakeholders at all levels.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and familiarity with IT systems and tools.
- Willingness to travel to field locations and work flexible hours as required.

**Compensation:** The remuneration package is budgeted for up to 30000 – 35000 per month. The offer made to the selected candidate shall be commensurate with the qualifications, experience, and salary history.

**Application Process:** Eligible candidates interested in this position are requested to apply [through this link](#). For any queries related to the advertised position, you can write to us at [recruitment.brlf@gmail.com](mailto:recruitment.brlf@gmail.com) with the subject line “Recruitment query for the position of Capacity Building Coordinator.” Interested candidates must apply by or before 28 July 2024. Only shortlisted candidates will be contacted. Recruitment for the position will be on a rolling basis. BRLF reserves the right to close this recruitment as the position is filled from applications received.

BRLF is an equal opportunity organisation without discrimination by virtue of religious belief, social class, caste, special ability, or gender.

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