JOB DESCRIPTION

Cluster Coordinator

Bharat Rural Livelihood Foundation.

Position: Cluster Coordinator
Location: Buxwaha Block, Chhatarpur District, MP.
Number of Positions: One
Reports To: Program Officer
Nature of Employment: This is a project-specific position offered as a full-time contract with benefits. Renewal is possible, depending on project extension and availability of funds.

1. ORGANISATION BACKGROUND:

Bharat Rural Livelihoods Foundation (www.brlf.in) is an autonomous body established in 2013 under the Ministry of Rural Development through a Union Cabinet decision by the Government of India. With a vision to transform the lives and livelihoods of the most vulnerable populations across India, BRLF plays a crucial role in fostering and facilitating civil society action in partnership with the government and people's institutions. Its mandate encompasses a range of objectives, including bridging the gap between program outlays and outcomes, improving implementation of government flagship programs, providing grant support to civil society organisations (CSOs), and promoting partnerships for inclusive, sustainable development. BRLF has a pan-India mandate and focuses on tribal geographies, particularly those in the Central Indian tribal belt and Northeast India. The focus has been on the states with the highest concentration of tribal population, which are Gujarat, Rajasthan, Maharashtra, Madhya Pradesh, Telangana, Odisha, West Bengal, Jharkhand, Chhattisgarh, Assam, and Mizoram.

For more details, please visit our website: www.brlf.in

About the project:

The Project SAARTHI is to foster Integrated Natural Resource Management and Livelihood development for socio-economic development of tribal populations by transitioning them from subsistence farming to sustainable, commercial agro-ecological production in 16 villages at Buxwaha Block, Chhatarpur District, MP.

2. Role Description:

The Cluster Coordinator will be a community-based Resource Person responsible for mobilising, supporting, and empowering local communities to participate in development programs. To organise and supporting to implement the project activity

with Capacity building of CRPs and leading the community mobilisation. The Cluster Coordinator will ensure that project activities are clearly understood, effectively carried out, and sustainably managed by the community.

3. Key Duties and Responsibilities:

- Responsible for all field implementation in the assigned cluster and monitoring and managing the CRPs with support from Experts.
- Supervise the work of CRPs and provide them with hand-holding support at the village level.
- Capacity building and handholding the CRPs and the Women SHG/PGs for NRM and livelihood development.
- Ensure coordination with PRIs and VOs for their active involvement in the project process.
- Working in coordination with the Experts / TL of the project.
- Reporting to the assigned Experts and Team Leader.

4. QUALIFICATIONS, EXPERIENCE AND COMPETENCIES:

Qualification and Experience:

- MSW with one to 4 to 5 years of work experience in the social sector – livelihood development project / Graduate with a minimum of 3 to 5 years of work experience in social mobilisation and livelihood development with the rural community at the grassroots.
- Experience in Women SRLM / SHG / PG / FPO development.
- Leadership skills managing the conflict resolution and ensure community participation with good communication skills and management skills.
- Good command of Hindi and the local language in speaking, reading, and writing.
- Knowledge of computers and English will be an added advantage for the candidate.
- Must own a two-wheeler, possess a valid driving licence, and have two-wheeler riding skills.
- Women candidates are preferred.

5. Location: Buxwaha Block, Chhatarpur District. MP

6. COMPENSATION OFFERED:

The remuneration package is budgeted for a range of INR **20,000 to 25,000/-** per month. The offer made to the selected candidate shall be commensurate with the qualifications, experience and salary history.

7. APPLICATION PROCESS:

Eligible candidates interested in this position are requested to apply through LINK.

Applications will be reviewed on a rolling basis, and the position will remain open until filled. Early submission is encouraged, with a final application deadline of 15 November 2026.

BRLF is an Equal Opportunity Employer and does not discriminate based on religion, class, caste, disability, or gender. We strongly encourage women to apply.