

Job Description

Position:	Field Coordinator
Program:	Education
Reporting Relation:	Senior Program Officer Education

Field Coordinator is responsible to execute field activities of education program in selected districts of Hyderabad, Sindh. Will liaise with various stakeholders including school staff, students/parents, community representatives and donor representatives. Will be responsible to organize events, take grassroots actions, and conduct meetings with stakeholders.

Major Responsibilities

- Make frequent visits of schools to monitor the performance against set targets.
- Develop plan and ensure the deliverables that support the overall goal of the program.
- Effectively communicate the vision and objectives of organization with relevant stakeholders and partners.
- Develop and submit operational and financial budget in line with the long term sustainability.
- To work on continuous quality improvement through support supervision.
- Coordinate with district education and local administration to explore funding opportunities and strengthening community management system
- Liaise with stakeholders on regular basis.
- Empower local communities to work for community based school system.
- Identify and timely resolve issues & conflicts to ensure the uninterrupted delivery of services
- Develop and submit progress reports, proposals, required documentation and presentations.
- Coach, mentor, motivate and supervise team members and community representatives to make them accountable against their set role & responsibilities.
- Identify and develop training & developmental needs of staff and community members to achieve the desired targets.
- Report untoward incidents and proposed workable solution for further action.
- Any other task assigned by management from time to time.

Requirement

- University degree in the field of social sciences/MBA-Management
- 1-2 years direct work experience in development sector.
- Flexible during times of change.
- Persuasive, encouraging, and motivating.
- Strong written and oral communication & interpersonal skills.