Position Advertisement: Programme Coordinator (Karnataka) with LibTech India

Date: 16 September 2024

LibTech India is a team of engineers, social workers, and social scientists committed to enhancing transparency and accountability in rural social policies. Our primary mission is to empower citizens, activists, and government officials by providing access to actionable information. At LibTech, we use our RAET approach—Research, Advocacy, Education, and Training—to drive systemic change by combining data-driven research and grassroots collaboration for transparent and equitable governance. To learn more about our work, please visit our website LibTech India.

We are seeking dedicated individuals to join our project team in Karnataka.

Role Overview:
This role involves conducting research on the implementation of rural social welfare programs, including MGNREGA, to strengthen the rights and entitlements of marginalised communities. As a Programme Coordinator (PC), you will work closely with both our data and field teams. The position requires extensive travel within and outside Karnataka. The job location will be in Karnataka, most likely outside Bangalore, so only candidates interested in working outside Bangalore should apply. This project is supported by the Azim Premji Foundation.

Key Responsibilities:
- Research and analyse the effectiveness of rural social welfare programs, especially in the context of marginalised communities.
- Conduct regular field visits to monitor, provide technical support, and verify data.
- Collaborate with field teams, providing assistance and monitoring project activities
- Track and summarise government orders, circulars, and manuals that impact the project, sharing insights with the Project Management team.
- Serve as the primary contact for NGO partners, field staff, and the project management team.
- Coordinate meetings and interactions with local government officials, partners, and team members.
- Develop educational materials such as handbooks, training guides, and engagement strategies for grassroots activists and field staff of CSOs.
- Assist in preparing and presenting policy material in collaboration with the team.
- Compile field-level project reports in the prescribed format.
- Regularly report field activities to the Project Management team, identifying areas for improvement and field-level challenges.

Requirements:
- Postgraduate degree in social sciences or a related field, or someone with an engineering degree with a demonstrable commitment to social justice.
- Preferably three years of relevant work experience in non-profit organisations or government sectors.
- Proven experience in implementing social development projects.
- Ability to work under strict deadlines, both independently and as part of a team.
- Experience working with cross-functional departments, especially government agencies and non-profit agencies.
- Must be proficient in MS Office, MS Excel, or OpenOffice. Knowledge of programming languages would be a plus.
- Fluency in English and Kannada.
- Strong writing skills.

Additional Considerations:
- Candidates with exceptional abilities may be considered for experience relaxation.
- <mark>Salary is ₹40,000/- per month, negotiable based on experience.</mark>
- We strongly encourage applications from candidates from underprivileged backgrounds and women.

How to Apply:
Please send your CV and a brief statement explaining why you are interested in this role to contactus@libtech.in. Use the subject line: *Karnataka Programme Coordinator Application – [Your Name]*.

Application Deadline: 4th October 2024