

Job Description

POSITION: PROJECT COORDINATOR INTERN

Responsible to: Project Head

Location: National Headquarters, New Delhi

Job Summary: Our organisation is seeking an experienced Project Coordinator who can manage a project from initiation to completion. The successful candidate for this position will be able to utilize project data to make future projects more productive and cost-efficient. The Project Coordinator will be responsible for creating milestone schedules, drafting vendor delivery policies, coming up with accurate manpower estimates and preparing technical summary reports for management. We are seeking a detail-oriented individual that can ensure that each project is completed on time and at or under budget.

KEY RESPONSIBILITIES:

- Maintaining and monitoring project plans, project schedules, work hours, budgets and expenditures.
- Organizing, attending and participating in stakeholder meetings.
- Documenting and following up on important actions and decisions from meetings.
- Preparing necessary presentation materials for meetings.
- Ensuring project deadlines are met.
- Determining project changes.
- Providing administrative support as needed.
- Undertaking project tasks as required.
- Developing project strategies.
- Ensuring projects adhere to frameworks and all documentation is maintained appropriately for each project.
- Assess project risks and challenges and provide solutions where applicable.
- Ensure stakeholder views are managed towards the best solution.
- Chair and facilitate meetings where appropriate and distribute minutes to all project team members.
- Create a project management calendar for fulfilling each goal and objective.



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Area:	Essential:	Desirable:
Qualifications:	<ul style="list-style-type: none"> • Graduate in any field • Age 18 -29 years 	<ul style="list-style-type: none"> • Project qualification or qualification by skills/experience • Qualification in handling projects.
Salary:	10,000-15,000 a month (negotiable)	
Experience:	<ul style="list-style-type: none"> • 6 months of experience • Experience of managing projects delivered in scope, on time and within budget 	<ul style="list-style-type: none"> • Experience of working with volunteers • Experience working with communities in action projects
Skills and Knowledge:	<ul style="list-style-type: none"> • Excellent verbal communication skills including presentation skills. • Excellent MS Office skills • A track record of problem solving 	<ul style="list-style-type: none"> • Able to manage varied and complex projects, resolving conflicting priorities. • Knowledge of effective youth participation approaches
Personal Qualities:	<ul style="list-style-type: none"> • Excellent attention to detail • Able to work on own initiative • Able to deliver against tight deadlines. 	<ul style="list-style-type: none"> • Creative approach to work • Able to multitask with the ability to focus on details • Able to work in a fast changing environment
Other Requirements:	<ul style="list-style-type: none"> • Fluent in spoken and written English • Fluent in spoken and written Hindi or local regional language • Able to travel within country 	<ul style="list-style-type: none"> • Experience working remotely/in a dispersed team • Occasional work outside regular office hours