

JOB DESCRIPTION

Job Title: Zonal Coordinators –Truckers Programme **Job Holder:** New

Job Location: Kolkata/Mumbai/Bangalore/ Bhopal **Department:** Programmes

Reports to: Area Director/Programme Manager

JOB PURPOSE: Briefly describe the overall purpose or function of the job

Purpose

- To take up the responsibility of managing the truckers programme in the geography assigned to the concerned position
- To identify partners that can implement projects in defined locations
- To co-ordinate with the partners, local donor representatives and other stake holders in the successful implementation of the truckers programme in their respective geography
- To manage entire operations of the truckers programme in respective geography
- To manage all the trainings at the local level
- To manage the MIS and quality check all the data and co-ordinate with the national truckers team.

PRINCIPAL ACCOUNTABILITIES: In a series of brief statements describe the principal accountabilities of the job, i.e. specify activities and end results.

Rank	% of Time	
1	65%	Manage and oversee the entire implementation of the project in the respective geography <ol style="list-style-type: none"> 1. Identification of the partner 2. Identification of the location where hubs are to be established 3. Manage the overall implementation of the programme in the said geography
2	25%	Manage the MIS for the locations and co-ordinate with partners on data related issues <ol style="list-style-type: none"> 1. Cross check all the data and identify errors and co-ordinate with partners for sorting them 2. Training of the partner on entry within the tablet and support partners in effectively managing technology

3	10%	<ul style="list-style-type: none"> • Co-ordinate with the National Truckers team on all aspects like PFA, data management and so on. • Support the line manager on all aspects pertaining to truckers programme.
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JOBHOLDER ENTRY REQUIREMENTS: *In a series of brief statements identify the essential knowledge, skills and behaviours required.*

- At least 3 years relevant experience in managing programme operations, preferably experience of managing implementing partners
Good with data analysis
- Post Graduate preferably in social sciences or business management

Skills (Special Training or Competence):

- Excellent with People Management
- Communications: Excellent communication skills in English (both oral and written) and Hindi (at least oral) and one of the local languages from the geography assigned.
- Ability to work with minimum supervision.
- Open to spending at least 15 days every month on field. With occasional visit to field at odd hours.

Key Behaviours:

- Teamworking
- Self motivation
- Diligent
- Persuasiveness/ Tenacity
- Planning, prioritising.
- Attention to detail
- Personal integrity

KEY RELATIONSHIPS	
<p>Internal</p> <p>Area Director/Programme Manager Area Finance Manager .National Truckers Team</p>	<p>External</p> <p>Implementing Partners Local donor representatives Truck fleet managers and other stake holders</p>