

**Division Coordinator – Initiative on Forest Economy (IoFE): Bharti Institute of Public Policy**

<b>Job Title:</b>	<b>Division Coordinator</b>	<b>Function:</b>	Bharti Institute of Public Policy ( <b>BIPP</b> )
<b>Reports to position:</b>	PMU Lead	<b>Location:</b>	Alluri Sitharama Raju (ASR) district in Andhra Pradesh - Paderu, Chinturu, Rampachodavaram
<b>Reportees to Position:</b>	NA	<b>Band:</b>	FT

**About the Project**

Government of Andhra Pradesh, in collaboration with the Bharti Institute of Public Policy (BIPP) at Indian School of Business (ISB), is implementing an initiative to **build a sustainable and inclusive forest-based economy**. The project aims to promote tribal women-led Producer Companies (PCs) as vehicles for collective enterprise, value addition, and direct market engagement in forest produce, while ensuring ecological sustainability and community ownership. Through enterprise formation, capacity building, technology-enabled forest inventory, mechanization, and market linkages, the initiative seeks to enhance household incomes, strengthen governance frameworks, and position women as economic leaders in rural transformation.

**Job Outline**

The **Division Coordinator** will play a pivotal role in implementing this initiative on the ground in ASR, with a strong focus on establishing and nurturing tribal women-led PCs as vehicles of collective enterprise, value addition, and market linkages in forest-based value chains.

S/he will be responsible for mobilizing and strengthening women-led PCs, overseeing all post-incorporation activities such as shareholder expansion, sales, and facilitate Gram Sabha mobilization, support the ground-truthing of forest inventories, and coordinate the process of Community Forest Resource Rights (CFR) recognition of their divisions. The role will require close coordination with community members, government stakeholders, and private sector actors to design and implement interventions that enhance livelihoods, empower women leaders, and align livelihood generation with ecological sustainability.

The position will be based across three divisions- Paderu, Chinturu, and Rampachodavaram, with frequent travel to clusters throughout the ASR district.

**Job Specification**

<b>Knowledge / Education</b>	<b>Professional Skills</b>	<b>Desirable Experience</b>
Bachelor's degree in related field.	<ul style="list-style-type: none"> <li>Experience in community enterprise development or promoting producer collectives.</li> <li>Prior experience of working with women-led initiatives or tribal communities.</li> <li>Experience of working with government department/agency will be an added advantage.</li> </ul>	0 – 2 Years

Job Interface/Relationships:	
Internal	External
<ul style="list-style-type: none"> <li>BIPP and other departments within ISB</li> </ul>	<ul style="list-style-type: none"> <li>District Administration</li> <li>Government departments &amp; agencies</li> <li>Chartered Accountant</li> </ul>

S. No.	Key Responsibilities	Time Spent
1	Mobilize women from forest-dependent communities, facilitate shareholder expansion, and support Gram Sabha mobilization.	30%
2	Coordinating and facilitating the CFR process- Claim generation, documentation, rectification etc., CFR Management Committee (CFRMC) formation, CFR Management Plan (CFRP) preparation, with the support of respective Gram Sabha and Forest Rights Committee (FRC).	30%
3	Facilitate coordination with government administration and project stakeholders for convergence and smooth implementation of project activities.	20%
4	Monitor enterprise performance, ensure systematic data collection / analysis	10%
5	Facilitate capacity-building workshops, orientations, and training sessions for stakeholders	10%
	<b>Total Time Spent on All Responsibilities</b>	100%

How to apply
<p>ISB is committed to diversity at the workplace and strongly encourages applications from women and minority candidates.</p> <p>Send your application through this link here – <a href="#">Division Coordinator – IoFE (ISB-BIPP)</a> Upload your updated CV and a cover letter (no more than 500 words) discussing your motivation and why do you think you are a good fit for this position.</p> <p><b>Please note:</b> We will accept applications through the link above only. Applications will be reviewed on a rolling basis until the position is filled. Applicants will be contacted only if shortlisted for an interview.</p>