

Careers:

VACANCIES DETAILS AND JOB DISCRETION OF DIFFERENT VACANCIES

ABTNCS (JANA MITHRA GRAMINA SPANDANA) IS RECRUITING THE FOLLOWING JOB VACANCIES:

1. DISTRICT VENDORS
2. STATE COORDINATOR
3. DISTRICT COORDINATORS
4. TALUKA/MANDAL COORDINATORS
5. HOBLI/VILLAGE COORDINATORS.

SALARIES DISCRIPTION:

1. DISTRICT VENDORS:
- 2.

He Has To Recruit The District, TALUKA/MANDAL And Hobli/Village Coordinators, He Will Get The Percentage In The Particular Payments And He Has To Arrange Office Space In The Particular District. He Has To Recruit 50 To 100 Hobli/Village Coordinators In The Particular District.

3. DISTRICT COORDINATORS:

The Salary For The District Coordinators Will Be 30000 Per Month.

4. TALUKA/MANDAL/MANDAL COORDINATORS:

The Salary For The TALUKA/MANDAL Coordinators Will Be 20000 Per Month.

5. HOBLI/VILLAGE/VILLAGE COORDINATORS:

The Salary For The Hobli/Village Coordinators Will Be 12000 Per Month.

JOB DISCRIPTION:

DISTRICT COORDINATORS:

District Coordinators play a crucial role in supporting and supervising Hobli/Village Coordinators, ensuring effective implementation of programs and initiatives at the grassroots level. They provide guidance, training, and logistical support, while also monitoring progress and addressing challenges faced by the Hobli/Village/Village Coordinators. Key responsibilities include planning, training, and supervision, monitoring, and reporting.

Key Responsibilities of a District Coordinator in relation to Hobli/Village/Village Coordinators:

- Planning and Strategy:
 - o Developing detailed implementation plans for the district, in line with overall project objectives.
 - o Identifying target areas and beneficiaries for the project within the district.
 - o Ensuring alignment of Hobli/Village-level activities with district-wide goals and strategies.
- Training and Capacity Building:
 - o Providing training and orientation to Hobli/Village/Village Coordinators on program objectives, interventions, timelines, and reporting procedures.
 - o Organizing training programs for Hobli/Village/Village Coordinators on specific skills or technical aspects of the project.
 - o Mentoring and supporting Hobli/Village Coordinators in their roles.
- Supervision and Monitoring:
 - o Conducting regular field visits to supervise the work of Hobli/Village Coordinators.
 - o Monitoring the progress of Hobli/Village-level activities and ensuring they are implemented according to plan.
 - o Providing feedback and guidance to Hobli/Village Coordinators based on their performance.
- Coordination and Communication:
 - o Facilitating communication and coordination between Hobli/Village

- Coordinators and other stakeholders, such as government departments or partner organizations.
- o Ensuring timely communication of information and updates from the field to the project management team.
 - Reporting and Documentation:
 - o Preparing and submitting regular reports on project progress at the district level.
 - o Documenting best practices and lessons learned from the field.
 - o Ensuring that Hobli/Village Coordinators are also properly documenting their activities and submitting reports.
 - Resource Management:
 - o Ensuring that Hobli/Village Coordinators have the necessary resources and support to carry out their work effectively.
 - o Managing budgets and resources allocated for Hobli/Village-level activities.
 - Problem-Solving and Support:
 - o Providing support and guidance to Hobli/Village Coordinators in addressing challenges and resolving issues that arise during implementation.
 - o Facilitating communication and collaboration among Hobli/Village Coordinators and other stakeholders to address problems effectively.
 - Community Engagement:
 - o Facilitating community engagement and participation in project activities at the Hobli/Village level.
 - o Building relationships with community leaders and other stakeholders to support project implementation.

Work Environment for the Role:

A district coordinator's work environment can vary greatly, depending on their geographic location and the Organisation for which they work. In general, district coordinators work mainly in an office environment. They also spend time in the field attending meetings, visiting community members or organizational representatives and conducting events. They may also travel to oversee the work of multiple contributors to ensure successful programme implementation.

District coordinators work in diverse locations, such as urban, suburban and rural areas. They may work for government agencies, non-profit organizations and private institutions. Their work environment is often fast-paced and dynamic, particularly while coordinating multiple programmes or managing unexpected challenges. They may also work long hours or on weekends to ensure their initiatives meet crucial deadlines. Their work environment can be challenging but also

rewarding as they have the opportunity to make positive changes in the lives of their community.

Important Skills for District Coordinators:

- [Communication skills](#): District coordinators communicate regularly with community members, invested parties and organizational representatives. Strong communication skills help them convey programme objectives, gather feedback and build professional relationships to accomplish goals.
- [Leadership skills](#): People in this role often lead and manage teams, delegate tasks and make crucial decisions about public domain initiatives. [Leadership skills](#) enable them to inspire and motivate staff, and volunteers to ensure programmes work effectively.
- [Organizational skills](#): District coordinators have the organizational skills to manage multiple programmes and initiatives simultaneously. They can prioritize tasks, manage resources and ensure programmes operate without issues.
- [Critical thinking](#) skills: They often analyse complex problems, identify solutions and make decisions based on evidence, and data. They require the ability to think creatively and adapt to changing circumstances.
- [Interpersonal skills](#): District coordinators typically have strong interpersonal skills that help them build relationships with community members and leaders. They often excel in working collaboratively with others to achieve common goals.
- Cultural competency: District coordinators are aware and respectful of cultural differences within the communities they serve. They often work with diverse groups of people, and understanding various cultural factors may impact and improve programme implementation.
- Resourcefulness: These coordinators are resourceful and often find solutions to problems, even if resources are scarce. They work creatively to achieve programme objectives within budgetary constraints.

TALUKA/MANDAL COORDINATORS:

TALUKA/MANDAL Coordinators (TC/MCs) play a crucial role in bridging the gap between TALUKA/MANDAL (or Block) level administration and Hobli/Village Coordinators. Their responsibilities include overseeing the implementation of programs, providing support and guidance to Hobli/Village Coordinators, and ensuring effective communication and coordination between different levels of the administrative structure.

Key Responsibilities of TALUKA/MANDAL Coordinators:

- Supervision and Monitoring:

TC/MCs oversee the work of Hobli/Village Coordinators, ensuring that they are effectively implementing programs and initiatives at the Hobli/Village level.

- Training and Capacity Building:

They provide training and support to Hobli/Village Coordinators, equipping them with the necessary skills and knowledge to carry out their roles effectively.

- Information Dissemination:

TC/MCs are responsible for disseminating information about government schemes, policies, and guidelines to Hobli/Village Coordinators, ensuring they are well-informed.

- Coordination and Collaboration:

They facilitate communication and coordination between Hobli/Village Coordinators and other stakeholders, including government officials, community leaders, and NGOs.

- Problem Solving and Grievance Redressal:

TC/MCs assist Hobli/Village Coordinators in addressing challenges and resolving grievances related to program implementation.

- Reporting and Documentation:

They collect and compile reports from Hobli/Village Coordinators, providing updates on program progress and identifying areas for improvement.

- Resource Mobilization:

TC/MCs may also be involved in mobilizing resources for Hobli/Village development initiatives.

Specific Examples of TALUKA/MANDAL Coordinator Responsibilities:

- In the context of the National Rural Livelihood Mission (NRLM):

TALUKA/MANDAL Coordinators work with Hobli/Village Organizations (VOs) and their sub-committees to promote livelihoods and ensure effective implementation of NRLM programs at the Hobli/Village level.

- In the context of child protection:

TALUKA/MANDAL Coordinators, along with Block Level Child Protection Committees (BLCPCs), play a role in addressing child protection issues and ensuring the well-being of children in the Hobli/Village's.

- In the context of rural development:

TALUKA/MANDAL Parishad Development Officers (MPDOs), who often act as TALUKA/MANDAL Coordinators, are responsible for resource mobilization, scrutinizing project approvals, and consulting with Panchayats.

In essence, TALUKA/MANDAL Coordinators act as a vital link between the higher administrative levels and the grassroots, ensuring that development initiatives are effectively implemented and that the needs of the Hobli/Villages are addressed.

Role Description

This is a full-time remote role for a TALUKA/MANDAL Coordinator. The TALUKA/MANDAL Coordinator will be responsible for coordinating and managing the creation and execution of Hobli/Village coordinators. The role involves collaborating with Hobli/Village TALUKA/MANDAL and district coordination, organizing workshops, and ensuring the successful completion of all TALUKA/MANDAL projects.

Qualifications

Skills, creativity, and attention to detail

- Project management and coordination skills
- Experience in organizing and facilitating art-related workshops
- Strong communication and interpersonal skills
- Ability to work independently and remotely
- Experience in coordinating projects is a plus
- agriculture Bachelor's degree Education,

HOBLI/VILLAGE COORDINATORS:

A Hobli/Village Coordinator typically acts as a community liaison, facilitating communication and coordinating activities within a specific Hobli/Village or rural area. Their responsibilities often include community mobilization, project implementation, and ensuring the smooth operation of various initiatives. They may also be involved in data collection, reporting, and building relationships with local stakeholders.

The Hobli/Village Coordinator performs both administrative and professional work in planning, operating, and maintaining projects and programs within the Community Development Department.

Basic Function:

The Hobli/Village Coordinator performs both administrative and professional work in planning, operating, and maintaining projects and programs within the Community Development Department. Key responsibilities include developing and managing the Petty Bazaar Active Adult Network, known as the "Petty Bazaar Hobli/Village Co-ordinator," and overseeing its program operations. Additionally, the Coordinator assists with community engagement, planning, economic development, code compliance, building inspections, and environmental health. This role involves providing information to the public, addressing complaints, and resolving issues as needed.

Schedule Commitment:

The Hobli/Village Coordinator performs most duties on a Monday-Saturday 48 hour week schedule, with some overtime or irregular hours worked when required. The Hobli/Village Coordinator may be eligible to work remotely up to one day per week.

Essential Job Functions:

- Models Petty Bazaar's Core Competencies, and Champions Petty Bazaar's Culture.

Program Management:

- o Develops and oversees the operation of the Petty Bazaar Hobli/Village.
- o Establishes and maintains strategic relationships and partnerships with neighbourhood groups, community organizations, businesses, residents, city departments, and other stakeholders as they relate to the Petty Bazaar Hobli/Village.
- o Stays current on the latest Hobli/Village-to-Hobli/Village Network news.
- o Responsible for public relations tasks, including informing the press and general public about projects, programs, and/or events as they relate to the Petty Bazaar Hobli/Village.
- Community Engagement:
 - o Serves as the staff Liaison to the Petty Bazaar Hobli/Village members and board members.
 - o Prepares and promotes Petty Bazaar Hobli/Village services through marketing materials.
 - o Works with other staff to support and provide coordination of Petty Bazaar Hobli/Village services.
 - o Participates in numerous public forums, including but not limited to City Council meetings, community meetings, and board and commission meetings, when issues discussed therein apply to or affected by the Petty Bazaar Hobli/Village.
- Financial Management:
 - o Responsible for monitoring revenues and expenditures as they relate to the Petty Bazaar Hobli/Village.
 - o Assist with developing the annual budget and five-year forecast requests.
- Ad-hoc Tasks:
 - o Assists with administering Community Development programs focused on neighborhood engagement, volunteer management, business retention, and development services.
 - o Responsible for the development and implementation of special projects.
 - o Undertakes additional tasks as requested or required to contribute to the

overall effectiveness of the Community Development Department.

Minimum Requirements:

Experience:

- Intermediate/Bachelor's degree in a related field with a combination of education and experience that would provide the necessary knowledge, skills, and competencies to perform the essential duties and tasks of this position.
- Fresher's upto 2+ years of volunteer management, senior services, OR non-profit leadership
- Supervisory Knowledge
- Valid License with a good driving record will be add-on.

Knowledge/Skills/Abilities:

- Communication Skills
 - Excellent written and oral presentation skills.
 - Ability to interpret documents, write reports, and present information effectively.
 - Excellent customer service and ability to interact with diverse populations.
 - Ability to establish and maintain effective working relationships within the City and can tactfully address controversial public relations problems and resolve conflicts.
- Organizational Skills:
 - Ability to work independently, with little assistance, and as a collaborative team.
 - Excellent time management skills and the ability to multi-task, prioritize work, and meet deadlines in a timely manner.
 - Attention to detail and problem-solving skills.
- Technical and Industry Knowledge:
 - Understanding of the Hobli/Village-to-Hobli/Village Network model.
 - Comfortable working volunteers.
 - Proficient in Microsoft Office and basic office equipment.

Working Conditions:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Reasonable accommodation may be made to enable an individual with disabilities to perform essential functions.

The Hobli/Village Coordinator serves as a primary point of contact for Petty Bazaar Hobli/Village members and requires a high level of comfortability working with volunteers. This role requires frequent interaction with senior citizens. The employee must possess excellent customer service and interpersonal skills, the ability to work with a population of those 55 years and older, and an ethnically and culturally diverse population. Overall, the environment requires strong organizational, communication, and leadership skills to facilitate the smooth functioning of the Community Development Department and its available services.

Leadership Relationship:

The Hobli/Village Coordinator reports directly to the Mandal Co-ordinator/District Co-ordinator/Community Services Manager and indirectly to the Director of Community Development.