

**Job Title: Project Coordinator – CSR**

**Location:** Delhi

**Company:** IPCA (Indian Pollution Control Association)

**Key Responsibilities:**

- **Project Assistance:** Assist the Senior Project Coordinator in overseeing all aspects of the projects.
- **Financial Support:** Help manage project budgets, expenditures, and financial reporting.
- **On-Ground Execution:** Support on-ground activities of the project, ensuring compliance with project goals and timelines.
- **Solid Waste Management:** Utilize knowledge of solid waste management practices to assist project activities.
- **Networking:** Help establish and maintain relationships with relevant stakeholders, including the municipalities and other ULBs.
- **Software Proficiency:** Use Microsoft Office, G Suite, and other relevant software to manage project tasks and documentation.
- **Team Support:** Assist in supervising the project team, providing support to ensure project success.
- **Public Speaking:** Support the project in public forums, delivering presentations and speaking on behalf of the organization.
- **Writing and Data Analysis:** Assist in preparing Monthly Progress Reports (MPRs), Quarterly Progress Reports (QPRs), Annual Reports, and Statements of Expenditure. Conduct data analysis to support project outcomes.
- **Leadership Support:** Help the Senior Project Coordinator in motivating and guiding the team.
- **Community Outreach:** Engage in community outreach and mobilization activities.
- **Workshops and Training:** Assist in conducting workshops and training sessions for various stakeholders and team members.

**Qualifications:**

- **Education:** Master's degree in Environmental Science, Social Studies, or any other relevant subject.
- **Experience:** Minimum of 2 years of experience with a Master's degree; experience in the field of environment or social science with a special focus on waste management is preferred. Freshers are also welcome with relevant skills and knowledge.
- **Skills:** Project management, financial management, networking, public speaking, writing, data analysis, and team management skills.
- **Knowledge:** Understanding of solid waste management practices. Knowledge of wet waste management is an added advantage.

- **Software:** Proficient in Microsoft Word, Excel, PowerPoint, and project management tools.
- **Languages:** Proficiency in English, and Hindi; both written and oral.
- **Relationships:** Familiarity with stakeholders like municipalities or other ULBs is preferred.
- **Attributes:** Ability to interact and connect effectively with a wide range of stakeholders.
- **Team Player:** Ability to work collaboratively with a team and willingness to travel for implementing program activities.

Interested can apply at [kriti@ipcaworld.co.in](mailto:kriti@ipcaworld.co.in)