

Title:	Project Coordinator – Documentation and MIS for CSR projects
Assignment Type:	Full time
Duration:	January 2025 to March 2026
Company/Project:	JSI R&T India Foundation, Tushti Project
Reporting to:	Director
Location:	New Delhi

Background

JSI R&T India Foundation (JSI Foundation) is a not-for-profit organization, registered in 2014 under Section 8 of the Companies Act 2013. The mission of the JSI Foundation is to improve the health and well-being of vulnerable communities through innovative, evidence informed and replicable strategies in partnership with government, private sector and civil society. JSI Foundation works closely with the Ministry of Health and Family Welfare, Ministry of Women and Child Development, as well as state counterparts, leading CSR companies such as Nayara Energy and with Unicef to implement context specific and comprehensive public health programs in India.

Project Overview

Funded by Nayara Energy, Project TUSHTI complements the efforts of Government of Gujarat as a catalyst to promote social and behaviour change amongst different age groups, across the state through a multipronged approach. At the district level, Tushti generates the demand for services and strengthen the services provided under ICDS through innovative approaches. These efforts support in accelerating progress towards Suposhit Gujarat and last mile delivery of services in the district of Devbhumi Dwarka. TUSHTI focuses on target groups such as Children aged 0-59 months for Preventive, Promotive and Curative activities for reducing undernutrition, as well as on adolescent girls, pregnant women, and lactating mothers for preventive and promotive activities for improved nutrition practices and health seeking behaviour.

Job Summary

JSI R&T India Foundation, under Project Tushti, is seeking to recruit a full time Project **Coordinator – Documentation and MIS**. This coordinator will collaborate closely with the Director of JSI R&T India Foundation, the State Project Manager in Gandhinagar, senior officials from the Department of Women and Child Development (DWCD) Gandhinagar, and the CSR team from Nayara Energy.

The **Project Coordinator – Documentation and MIS** will be responsible for ensuring effective project management, reporting, and data management across CSR projects implemented by partner organizations. The role entails consolidating and analysing project deliverables, achievements, and KPIs—both qualitative and quantitative—and providing structured reports to senior management. The coordinator will work closely with partner organizations to maintain up-to-date records and ensure timely submission of project updates.

Responsibilities:

- Compile and consolidate fortnightly reports on key deliverables, achievements, and project KPIs for submission to the President, Public Affairs – Nayara Energy.
- Prepare presentations, case studies, and progress reports highlighting qualitative and quantitative impacts of Project Tushti.
- Establish and maintain an organized system for documenting all project activities and accomplishments, ensuring that records are accessible when required.
- Design, update, and manage a comprehensive Management Information System (MIS) for Project Tushti, ensuring that it meets the evolving needs of the project.
- Collaborate closely with the Tushti team to ensure data entered into the MIS is accurate, reliable, and updated regularly. Perform periodic checks and validations to uphold data integrity.
- Serve as the central point of contact for partner organizations to collect data, monitor project progress, and resolve issues related to documentation and MIS.
- Conduct regular virtual or in-person meetings to ensure alignment on deliverables and expectations.
- Track project KPIs and milestones to measure the effectiveness of CSR initiatives.
- Collaborate with partner organizations to identify gaps, risks, and areas for improvement.
- Liaise with internal and external stakeholders to communicate project progress and impact.
- Preparation of reports and presentations for Nayara’s senior management and board reviews.

Qualifications and Skills Required:

- Bachelor’s or Master’s degree in Social Work, Development Studies, Business Administration, or a related field.
- Minimum 3-5 years of experience in project coordination, documentation, and MIS, preferably in CSR or development projects.
- Proven track record of working with multiple stakeholders, including senior management.
- Proficiency in MS Office Suite (Excel, Word, PowerPoint).
- Familiarity with MIS tools and software.
- Strong analytical and data interpretation skills.
- Excellent verbal and written communication skills.
- Strong organizational and time-management abilities.
- Ability to work independently and manage multiple tasks simultaneously.
- Willingness to travel occasionally to partner organizations for monitoring and coordination purposes.

Important:

- *JSI Foundation will evaluate the candidature on the basis of the individual’s background, profile and qualifications and will call only the shortlisted candidates for a personal discussion.*
- *JSI Foundation subscribes to a policy of equal opportunity. Applicants for consulting role will not be discriminated against on the basis of age, race, color, national origin, caste, ancestry, creed, religion, gender, disability, marital status, sexual orientation, sexual preference, genetic information, political affiliation, or military status (special disabled veterans or veteran status) in any engagement decisions.*

- *JSI Foundation is a child-safe organization, and the safety and well-being of children is a priority of our organization. We have robust engagement procedures to ensure that all staff are suited to work with the children served by our programs.*
- *JSI Foundation is committed to provide protection against sexual exploitation, abuse and harassment has a zero-tolerance for the same. All the individuals at our workplace are treated with equality and dignity. All potential candidates will be subjected to rigorous background checks and controls.*

Application Process:

Please review the detailed Scope of Work and submit your application at the following link:

<https://forms.gle/96p6emSNHZ4hTm9K6>

Your application should consist of the following:

- Detailed Resume
- Duly filled Application Form

Please note that the last date of applying for this position is **Tuesday, 28 January 2025** and only the shortlisted candidates will be called for the interview.