

JOB DESCRIPTION: Program Coordinator

Organization: SHARE INDIA

SHARE INDIA, a not for profit society has been registered under the AP Public Societies Registration act in 1986. SHARE INDIA provides technical assistance (TA) to the National Tuberculosis Elimination Program (NTEP) through its projects covering key aspects of the program such as infection prevention and control (IPC), Latent TB Infection (LTBI), enhanced pediatric TB diagnosis and multi-drug resistant TB (MDR TB). As an overarching element, SHARE INDIA also builds capacity of the NTEP staff in effectively using programmatic data for course-corrections. The above activities are funded by the U.S. Centers for Disease Control (CDC) under Global Health Security Agenda (GHSA) with an overall aim of expediting the national efforts in accomplishing the goal of ending TB in India by year 2025.

About the Position

Job title	<i>Program Coordinator</i>
No. of positions	01
Location	Mumbai
Reports to	HR & Admin Dept. & Sr. Project Manager
Travel	No

Position Summary:

The Program Coordinator is a key member of the HR/Administration team of the projects and responsible for maintenance of relevant records, files, correspondence relating to all the projects operating from Mumbai.

Specific roles of this position include:

1. Give administrative support to the project through maintenance of files, typing correspondence and sending out e-mails/post.
2. Perform general clerical duties like photocopying, sending fax, etc.
3. Coordinate for purchase and procurement of items required as per project needs
4. Facilitate logistics as required by project staff
5. Get quotes and engage with vendors as required
6. Ensure that all the back end support is given for smooth conduct of the training activities.
7. Ensure that the materials required for the trainings/key events are purchased (or printed) with proper approvals from the management
8. Assist the project team members in documenting the training activities/key events and preparation of report
9. Assist the senior members of the project in preparing financial / budgetary needs for the projects.
10. Coordinate with the travel agent for booking of Train / air tickets and cabs for travel of the team members.

11. Ensure that all Train / air / bus / cab bookings have approvals from the Immediate Supervisor and the Associate Project Director before forwarding to the Project Director for his approval
12. Work closely with the Finance & Accounts department with regard to reimbursement of the bills / invoices of the staff.
13. Ensure that all documentation is in order.
14. Assist in office maintenance.
15. Answer telephone calls and support the team in communication
16. Other duties as assigned by the senior management.

QUALIFICATIONS REQUIRED:

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Graduation with minimum of three years' experience in similar job role
2. Good skills for drafting, documenting and finance related work.
3. Must be quick, energetic and bring in synergy and enthusiasm to work with multiple team heads.
4. Excellent communication skills both written as well as verbal in English, Marathi and Hindi.
5. Excellent computer skills, particularly Microsoft Office.

We are looking for self-motivated, hard-working, energetic and creative individual who is a good team player and is comfortable working in fast-paced/uncertain environment.

SHARE INDIA is an equal opportunity employer. Women and persons living with HIV are encouraged to apply. Remuneration will be at par with market standards and will be based on experience and qualifications.

Interested candidates may post in their detailed resumes clearly specifying the post applied for to: starhr@shareindia.org clearly specifying the post applied for.

Last date for receipt of application: September 20, 2021