



REVIVING GREEN REVOLUTION CELL

(ASSOCIATE ORGANISATION OF TATA TRUSTS)
COMMUNICATION CENTRE BUILDING
PAU CAMPUS, LUDHIANA

Job Descriptions (JD) - Integrated Safe Drinking Water Project

Position:

Last date for application: June 20, 2021

Mode of application: Through email at info@rgrcell.org & rgrcell@hotmail.com

Background: Tata Trusts launched “Reviving the Green Revolution (RGR)” Initiative in Punjab in 2002 with an objective to promote diversification in agriculture thus, making it sustainable and economically profitable, especially for small and marginal farmers. In order to successfully use agriculture as a vehicle of livelihood enhancement, the RGR Initiative operates with due attention to the development of new agro-technologies and their adoption by farming communities. The overall success of the Initiative, coupled with major expansion and coverage under projects, encouraged the Trusts to scale up interventions through a registered centralized organization with dedicated team. Thus, in 2008, the **Reviving Green Revolution Cell (RGR Cell)** was registered as a Society and is based at Punjab Agricultural University (PAU), Ludhiana. More information about the RGR Cell and the initiative is available on www.rgrcell.org.

The RGR Cell has now collaborated with Department of Water Supply and Sanitation (DWSS, Govt of Punjab) for implementation of “Integrated Safe Drinking Water Project” in Moga and Ferozepur districts. The project aims at institutional building in form of Gram Panchayat Water and Sanitation Committees (GPWSC) and setting up of sustainable community-managed drinking water supply systems through multi-pronged interventions.

For this project, the RGR Cell is looking for suitable candidates for the following positions to be based at Moga (Punjab):-

1. District Coordinator (WASH)

No. of posts: 2

Education Qualification & Experience:

- Master’s degree in Rural Management / Development / Public Health Engineering/ Social Science, etc;
- Have experience ranging from five to seven years in community-based rural development, specifically in the areas of drinking water, water resource management, environmental sanitation, health & hygiene;

- Work experience in community-centric project coordination, monitoring and management, strategic planning for behavior development/ social mobilization etc. would be desirable;
- Language proficiency in English and a working knowledge of Punjabi is a must;
- Knowledge of computers and must have worked on MS OFFICE: Excel, Power Point, Word etc.

The job requires skills in communication, writing and management, besides interpersonal skills and the ability to interact with a wide range of people, including government officials. Ideally, s/he should be growth oriented and hardworking, have a mature outlook, with a visible interest in, and commitment to, development sector.

Key Responsibilities:

1. Act as a focal point to overall project of Integrated Safe Drinking Water project in the particular district.
2. Coordinate and liaise with the district administration on overall project management aspects to ensure targets are met in a timely manner.
3. Provide programmatic and technical support to project team for strengthening thematic engagements, building partnership with various stakeholders and organizational development;
4. Develop Project Implementation Plans (PIP) for Safe drinking project and execute activities of the same.
5. Manage, monitor and support the programme interventions across assigned geographies and ensure it is implemented as per the program design,
6. Ensure timely compliance to planning, physical and financial targets according to set targets.
7. Ensure adherence to technical aspects of drinking water components – especially on quality of physical interventions.
8. Guide and support the team to ensure engagement of community in participatory planning, implementation and monitoring of interventions.
9. Facilitate development and execution of Behavioral Change Communication (BCC) strategy to bring change in community practices for adopting safe sanitation and hygienic practices.
10. Develop budget / annual work plans for each programmatic and non-programmatic aspects of the project and track utilization of the same on periodical basis.
11. Guide the team in fulfilling the Monitoring & Evaluation requirements such as Management Information System (MIS), outcomes survey, baseline and impact assessment and develop monitoring systems.
12. Undertake and ensure process documentation, knowledge products, case studies to develop thematic library of the organization and subsequent submission to donor agencies
13. Undertake and ensure data management, preparation of quarterly / annual progress reports and submission to all Tata Trusts/ Department of Water Supply and Sanitation-DWSS, GOP /Reviving Green Revolution (RGR).
14. Undertake periodic review and reporting systems of team including preparation of status reports and proceedings of meetings;
15. Analyse data and information pertaining to projects under the programme on a regular basis, identify corrective action to be taken and build it into ground level planning;
16. Participate in any other activities which may be required to be undertaken to fulfil the objectives of the programme and organization;

17. Any other role/function assigned by the Reporting Manager

Emoluments

Remuneration budgeted for the position is as per the industry standards. Offers shall be commensurate with the qualifications, experience and salary history of the selected candidate.

2. Community Development Specialists (WASH)- 10 Nos.

Emoluments: - The position carries a fixed emoluments of Rs. 22500 /- PM + Travel Allowance on actual basis for field visits.

Education Qualification & Experience:

- Post graduate degree in Mass Communication/ Rural Development/ Social Studies, etc.
- Having minimum 3 years of experience in community mobilization, BCC / IEC interventions in rural areas in either WASH (drinking water, sanitation, and hygiene), health, education, rural livelihoods sector. Experience in WASH sector would be given preference.
- Be willing to undertake extensive traveling to remote areas across the district
- Candidates having basic knowledge of computers on MS OFFICE.
- Language proficiency for oral and written Punjabi would be important

The job requires skills good interpersonal skills and the ability to interact with a wide range of people, including government officials. Ideally, s/he should be growth oriented and hardworking, have a mature outlook, with a visible interest in, and commitment to, development sector.

Key Job Responsibilities:

- i. Assessment of problem statement in terms of identifying gaps among rural communities on drinking water related aspects and help designing strategy for Behavioral Change Communication (BCC) intervention in selected geographies.
- ii. Taking up awareness generation and capacity building activities among Gram Panchayat (GP), GPWSC members and with village community targeting positive behavior change among them to ensure sustainable water management
- iii. Assist the village community in formation of Gram Panchayat Water & Sanitation Committee's (GPWSC) in all villages.
- iv. Assist the team in formulating the Social Development action plan for its implementation.
- v. Identifying different target groups such as women, children, teachers, youth, etc. and mobilize them for community-centric models on behavioral change
- vi. Conducting training courses at block and village level for members of GPWSCs, GPs and other grassroots level workers in the village (ASHA workers, Anganwadi worker, School teachers, Self-help groups etc) on various aspects of water and sanitation. This can be through classroom training, hands on support in village and exposure visits.
- vii. Helping the GPs/ GPWSCs in baseline surveys, sanitary survey of drinking water sources and systems falling within their jurisdiction.
- viii. Coordination and follow-up with grassroots level workers, trained them in water quality monitoring and surveillance.
- ix. Assisting in gathering information for updating habitation status on the MIS.
- x. Networking with various line departments and officials at the district level.

- xi. Documenting the progress and ensuring process documentation
- xii. Sending monthly project progress reports to the concerned officials: Narrative and quantitative
- xiii. Any other activity to be carried out as and when the need arises from time to time.

3. Information Education Communication Specialists (WASH)- 3 Nos.

Emoluments: - The position carries a fixed emoluments of Rs. 30,000/- PM + Travel Allowance on actual basis for field visits.

Education Qualification & Experience:

- Post graduate degree in Mass Communication/ Rural Development/ Social Studies, etc.
- Having minimum 3 years of experience in community mobilization, BCC / IEC interventions in rural areas in either WASH (drinking water, sanitation, and hygiene), health, education, rural livelihoods sector. Experience in WASH sector would be given preference.
- Be willing to undertake extensive traveling to remote areas across the district
- Candidates having basic knowledge of computers on MS OFFICE.
- Language proficiency for oral and written Punjabi would be important

The job requires good interpersonal skills and the ability to interact with a wide range of people, including government officials. Ideally, s/he should be growth oriented and hardworking, have a mature outlook, with a visible interest in, and commitment to, development sector.

Key Job Responsibilities:

- i. Assessment of problem statement in terms of identifying gaps among rural communities on drinking water related aspects and help designing strategy for Behavioral Change Communication (BCC) intervention in selected geographies.
- ii. Help designing various IEC / BCC tools, techniques, etc. and implementation mechanism for delivering it among rural communities.
- iii. Taking up awareness generation and capacity building activities among Gram Panchayat (GP), GPWSC members and with village community targeting positive behavior change among them to ensure sustainable water management.
- iv. Identifying different target groups such as women, children, teachers, youth, etc. and mobilize them for community-centric models on behavioral change
- v. Conducting training for GPWSCs, GPs and other grassroots level community members including ASHA, Anganwadi representatives, School teachers, Self-help groups etc. on importance of water and its impact on health, water conservation, water management, community ownership on in-village water distribution system, etc.
- vi. Support in development of tools such as local social art to use for community awareness and capacity building and dissemination of the same.
- vii. Coordination with the State IEC team for development of new messages and other print and electronic media.
- viii. Helping the GPs/ GPWSCs in baseline surveys, sanitary survey of drinking water sources and systems falling within their jurisdiction.
- ix. Coordination and follow-up with grassroots level team members, trained them in water quality monitoring and surveillance.
- x. Networking with various line departments and officials at the block / district level.

- xi. Documenting the progress and ensuring process documentation.
- xii. Any other activity to be carried out as and when the need arises from time to time.

4. Block Resource Coordinator(s) (WASH) - 60 Nos.

Education Qualification & Experience:

- Bachelor's degree in Social Sciences / any other discipline from recognized University.
- Having minimum 2 years of experience in community mobilization, BCC / IEC interventions in rural areas in either WASH (drinking water, sanitation, and hygiene), health, education, rural livelihoods sector. Experience in WASH sector would be given preference.
- Be willing to undertake extensive traveling to remote areas across the district.
- Candidates having basic knowledge of computers on MS OFFICE and social media apps.
- Language proficiency for oral and written Punjabi would be important.

Key Job Responsibilities:

- i. Responsible for the entire project related field activities for the assigned cluster of villages.
- ii. Mobilize the community and inculcate ownership among community members of assigned cluster of villages.
- iii. Assist the village community in formation of Gram Panchayat Water & Sanitation Committees (GPWSCs) in assigned villages.
- iv. Taking up awareness generation and capacity building activities among Gram Panchayat (GP), GPWSC members and with village community targeting positive behavior change among them to ensure sustainable water management.
- v. Conducting training courses at block and village level for members of GPWSCs and GPs and other grassroots level workers in the village (ASHA worker, Aanganwadi workers, School teachers, Self-Help Groups, Mahila and Yuvak mandals etc.) on various aspects of water and sanitation through classroom training, hands on support in villages and exposure visits.
- vi. Conduct baseline surveys with help of the GPs/ GPWSCs or sanitary survey of drinking water sources and systems falling within their jurisdiction.
- vii. Facilitating and obtaining Community Resolutions for the piped water supply.
- viii. Conduct Visiting Schools visits to deliver talks to sensitize teachers and students to adopt improved hygiene practices, improved sanitation and safe handling of water to keep it potable.
- ix. Coordinating with water quality testing laboratories for water quality testing.
- x. Assisting in gathering information for updating habitation status on the MIS.
- xi. Support and coordinating in various events entailed in the annual event calendar.
- xii. Any other activity to be carried out as and when the need arises from time to time.

5. MIS Officer -1 No.

Emoluments: Remuneration shall commensurate with the qualifications and experience.

Education Qualification & Experience:

- B. Tech (IT/CS/EC)/ BCA/Graduation degree from recognized University.

- Have minimum experience of three years in community-based rural development project, specifically in the areas of drinking water, water resource management, sanitation, health & hygiene.
- Work experience data base monitoring and management, good knowledge of State Govt. supported MIS tools under water component etc. would be desirable;
- Language proficiency in English and a working knowledge of Punjabi is a must;
- Knowledge of computers and must have worked on MS OFFICE: Excel, Power Point, Word etc.

The job requires skills in data base monitoring and management. S/he should be growth oriented and hardworking, have a mature outlook, with a visible interest in, and commitment to, development sector.

Key Job Responsibilities:

- i. To strengthen monitoring platforms under Safe Drinking Water Project based on surface water scheme, through real-time monitoring of processes and results and contributing to decision-making for course correction.
- ii. To ensure that a robust knowledge management mechanism is developed, rolled-out and disseminated for Safe Drinking Water Project, enabling improved planning, implementation and mid-course corrections for achieving results, based on SMART indicators.
- iii. To develop M&E framework for effective utilization of data available on GOI & Punjab under project.
- iv. To facilitate meetings, workshops and coordinate with other functional team for planning, designing/development, and implementation.
- v. To ensure monthly/quarterly analysis of progress reports, with qualitative interpretation of trends, bottlenecks, and issues requiring corrective attention.
- vi. To develop and interpret district report cards (monthly) as well as suggesting action to bridge gaps.
- vii. To analyze physical and financial progress, reports and prepare status report under Safe Drinking Water Project.
- viii. To critically analyze the gaps and suggest solutions for improving existing MIS application of DWSS.
- ix. To identify & flag gaps in MIS and develop effective solutions for improving existing MIS application.
- x. To develop indicators, related targets, sampling procedures for supplementing M&E process of implementing partners and other stakeholders.
- xi. To liaison with State, technology partners and other stakeholders for development of a strong monitoring network.
- xii. To analyze and evaluate data to ensure achievements of objectives and develop presentations and written products on the findings.
- xiii. To attend various capacity building programs/events/workshops carried by State and Central Government.
- xiv. To undertake any other tasks as may be Reporting Manager.