

Job description for

CITY COORDINATOR (various cities in Andhra Pradesh and Telangana)

Urban Management Centre (UMC) seeks applications for the position(s) of city level coordinator based in various locations in Andhra Pradesh and Telangana. The candidate should have a minimum of 3-4 years' experience in areas of social mobilization, working with SHGs, urban livelihood issues and grassroots level implementation of projects with SHGs.

The position would work to form SHGs of vulnerable sanitation workers and/or involve existing SHGs in sanitation works under the DAY-National Urban Livelihood Mission (DAY-NULM) framework. The person shall work in close consultation with the respective ULB and MEPMA officials in Telangana.

RESPONSIBILITIES:

- Work closely with MEPMA and SBM nodal officers and project partners to identify vulnerable groups in the city
- Federate individuals from vulnerable groups and especially sanitation workers into SHGs and Common Interest Groups (CIG) and enrol them into the DAY-NULM assistance program
- Provide hand-holding support to these SHGs to create and incubate enterprises, avail loans, initiate operations and handhold the SHG/CIG for successful implementation of the enterprise.
- Work with the respective urban local bodies to empanel these SHGs and engage in the ULB's sanitation service delivery framework.

QUALIFICATIONS AND SKILLS:

- Degree in social sciences / urban poverty / public policy / urban planning / management planning with a minimum of 3-4 years of experience in the field work.
- Relevant work experience with government / semi-government / autonomous organizations / NGOs will be desirable
- Knowledge of issues in livelihood development, urban poverty and sanitation is necessary.
- Strong ability to interact with multi-disciplinary team of experts /consultants and facilitate oral and written communication.
- Maturity and confidence in dealing with the staff of government institutions at city and state level
- Should have skills for mobilising the community leaders and conduct public consultations.
- Experience in developing user manuals with subject focus & proficiency related to database management and training to various city officials.
- Willingness to travel within the state, India and outside India on need basis.
- Experience of working at a ULB or state government department will be an added advantage.
- Fluency in both written and spoken English and knowledge of Telugu language is preferred.

Remuneration will be commensurate with the candidate's experience. Please send your updated cv with 3 reference names to jobs@umcasia.org with subject line "CITY COORDINATOR – AP/TELANGANA". Do mention the state of your choice in the mail.

For more information on Urban Management Centre, please visit www.umcasia.org