**ADVERTISEMENT**

**Position - Project Coordinator**

**Duration- 12 months (April 2022- March 2023) contract/ extendable based on performance and fund position**

**Reports To- National Programme Coordinator**

**Programme Unit- Dalit Arthik Adhikar Manch**

**About NCDHR**

National Campaign on Dalit Human Rights (NCDHR) is a registered entity committed to the elimination of discrimination based on caste and collaborates with various groups led by Dalit women and men activists, with support and solidarity from organizations, academics, individuals, people’s organizations and institutions throughout the country. It focuses on Dalit women’s rights to access justice and economic entitlements, tracking budgets and enabling Dalit communities to utilise the Special Component Plan (SCP) towards their development, to strengthen the land and livelihood rights and to strengthen the criminal justice administration and streamline its access to the vulnerable sections of the Dalit community. With the core aim at strengthening the institutions delivering justice to Dalits and build peoples capacity to access them as rights and entitlements. It focuses on women among the vulnerable sections and recognises that economic entitlements are as equally important as social justice where SCs and other vulnerable communities are concerned.

NCDHR is looking for a **Project Coordinator in National Secretariat –Delhi** for its unit Dalit Arthik Adhikar Andolan (DAAA) which primarily looks at economic entitlements and how they can be accessed by the communities from the perspective of the Scheduled Caste and Scheduled Tribe Component Plans.

**Role of Project Coordinator**

* Planning, coordination, reviewing and reporting for strengthening the implementation of the project at the National & States level.
* Track project progress, ensure project deliverables and communicate to the National Programme Coordinator & General Secretary.
* Produce position papers, briefing papers and other materials required for intervention and to disseminate concerns on social exclusion of underprivileged and disadvantaged communities required by the movements.
* Would be responsible for specific documentation assignments including analytical process documents, case studies, best practice, situational analysis, status reports, photo documentation etc
* Assist the team in program reporting, research developing communication tools, annual reports, advocacy notes, status reports, press releases etc.
* Undertake field visits and support the State Coordinators and Partners by reviewing and giving feedback.
* Support the team in designing and organizing training, workshops and consultations through the lens of economic rights of Dalits and Adivasis.
* Produce high-quality donor and internal reports, and other documents as requested.

**Qualifications and skill set**:

* A minimum of three years of experience working in the field of human rightsand social justice, preference will be given to experience on Dalit and Tribal rights.
* Language proficiency in English and Hindi is required- to be able to develop project documents.
* Good analytical skills and computer skills including proficiency in MS Office and Internet
* Strong interpersonal skills, with demonstrated ability to develop and maintain collaborative relationships with internal and external partners
* Willingness to travel for project-related deliverables.

**Diversity and Inclusion**

At NCDHR, we are committed to promoting the leadership from the marginalised communities and we strive to achieve diversity and equity in recruitments and hence preference will be given to Dalit and Adivasi candidates especially Dalit women and persons from the LGBTQI community!

Aspiring candidates may send in their applications with CVs by 30th March, to the following email id’s [sindhuk@ncdhr.org.in](mailto:sindhuk@ncdhr.org.in) / [juno@ncdhr.org.in](mailto:juno@ncdhr.org.in) Only shortlisted candidates will be contacted for the interview process **between the 5th -10th April,** which will consist of a written test as well.

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