



## **Bhoruka Charitable Trust**

### **Health of the Urban Poor (HUP) Program, Jaipur City** **Job Description for the position of Cluster Coordinator**

Reports to: City Coordinator through NGO - CBO Coordinator HUP Program

Location: Any cluster office of the Jaipur city

Salary: Rs.10000.00 Per Month (Consolidated) No other benefits

Education Qualification: MSW/PG in Social Science

Experience: 2-3 years experience in health related programs.

Program Duration till Sep. 2013 & current assignment till September 2011

#### **Major Responsibilities**

- Work in close consultation with City Coordinator, NGO-CBO Coordinator and MIS & Documentation Officer of the Health of the Urban Poor Program Jaipur city.
- Assisting the NGO-CBO Coordinator for the slum situation analysis, slum mapping & slum identification for the implementation of the HUP Program.
- Assisting the City Team for the identification of NGOs/CBOs in the cluster area.
- Coordination with the cluster level stakeholders, elected representatives & community leaders.
- Timely collection, compilation & submission of all HUP Program activities cluster level report to the City office on regular basis.
- Monitoring & supportive supervision to the cluster level field staff, NGO, CBOs & community groups.
- Organizing meetings /workshops/seminars in the cluster area.
- Assisting city team in organizing meetings/ workshops/seminars
- Timely submission of all desired physical & financial reports of the Program activities within the defined timeframe.
- Coordination & liaison with local NGOs/CBOs/ public representatives in the cluster area.
- Timely submission of Attendance sheet/ Time card to head office.
- Maintain inventory record of cluster office.
- Any other job assigned by the City Team.
- Driving license and skill of driving two wheeler is required

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