



All India Institute of Medical Sciences, Bhubaneswar

Advertisement for the Post of Project Co-Ordinator District level &
Project Coordinator Block level

Title of the Project - **WASH in schools and Anganwadi Centres Jajpur district of Odisha**

Project code: **EMF/08/2021-22**

Tenure of Post: **12 months (twelve months)**

The essential qualifications, experience, and consolidated salary as mentioned below:

Post	No of Post	Age Limit	Essential Qualifications and experience	Desirable	Proposed Salary
Project Coordinator District level	1 (One)	50	Master's in Public Health or Master's Social Work or equivalent with three year of post qualification Experience in implementing/ supervising Public Health Program/ Water Sanitation Hygiene program.	Experience as independently responsible in implementing, supervising Government flagship program shall be given weightage	Rs. 85,000 / month
Project Coordinator Block level	10 (Ten)	50	Master's in Public Health / Social Work / Master degree in any field with one years of post-qualification experience in implementing Public Health Program/Water Sanitation Hygiene program	Work Experience in WASH related Program/ project shall be given weightage	Rs. 35,000 / month

The position-wise task and responsibilities are detailed below:

District Coordinator

Roles	Responsibility
Planning	<ul style="list-style-type: none"> • <i>Coordinating with District administration and Block Coordinator for Planning and preparation of SLWM and WASH in the respective village along with School and AWC.</i> • <i>Prepare district plan and reviewing the budget for all the block plans for Block Level.</i> • <i>Work with the district collector and other stakeholders for Preparing District Level Plan on SLWM and Wash in schools.</i> • <i>Support District Sanitation Consultant and district Education officials on Swachh Survekshyan under Swachh Bharat Mission (G) and Swachh Vidyalaya for WASH in schools with a suitable implementstion and monitoring plan.</i> • <i>To Make Plans for the baseline assessment for all villages and schools and Anganwadi in selected districts.</i> • <i>Forming strategy for intersectoral convergence with other departments.</i> • <i>Plan and implement Capacity Building activities for key stakeholders</i> • <i>Facilitate the development of Swachata Action Plans,</i> • <i>Planning on designing effective IEC materials.</i>
Facilitation Coordination	<ul style="list-style-type: none"> • <i>Improve the WASH facilities in the respective villages, schools and Anganwadi in collaboration with SS and PRI.</i> • <i>Support district and blocks in implementation of Swachh Survekshyan (G) and Swachhta Action plan.</i> • <i>Support the baseline assessment of all villages including schools and Anganwadi, in selected blocks.</i> • <i>Making status reports.</i> • <i>Providing Technical Support to all schools and aganwadi</i> • <i>Organizing events on Momentous Days (GHWD, WTD, MHM, WED)</i> • <i>Promote and facilitate the convergence of the Program at the village level and provide the best services to the beneficiaries.</i> • <i>Support and advocate with schools for the need and implementation of Menstrual hygiene management plan with required monitoring support.</i>

Implementation	<ul style="list-style-type: none"> • <i>Ensuring implementation of Swachh Survekshyan (G) and District Action Plan.</i> • <i>Implementation of schemes related to Sanitation programs at block and village level to ensure ODF ++ status and 5star under Swachhata Vidyalaya.</i> • <i>Ensuring set-up of WASH facilities at schools.</i> • <i>Keeping a check on the supply of essential items to AWCs – Medicine and PSE Kits, weighing scales, joint MCP card, WHO Growth Chart etc.</i> • <i>Taking grievances of individuals, community, PRI and others to District Collector.</i> • <i>Ensure the implementation of the Program at the village level.</i> • <i>Coordinating with other departments on preparation of IEC Plans.</i> • <i>Conducting Capacity Building Programs.</i>
Monitoring & Evaluation	<ul style="list-style-type: none"> • <i>Mapping the infrastructural development of schools.</i> • <i>Monitoring on the implementation of School Action Plan.</i> • <i>Reviewing schools based on gender-segregated toilet, tap water connection, toilets for CWD and handwashing station.</i> • <i>Monitoring SMC, teachers and headmistress/headmaster</i> • <i>Monitoring and supervision of AWCs.</i> • <i>Identifying low performing blocks and addressing the factors responsible</i> • <i>Conduct District ICDS Mission Committee meetings and discuss progress</i>

Block Coordinator

Roles	Responsibility
Planning	<ul style="list-style-type: none"> • <i>Consolidate Annual Implementation Plans of GPs</i> • <i>Overall responsible for block level implementation on SLWM and WASH in schools and Anganwadi</i> • <i>Preparing Deliverables/ Workplan to meet the need of the objective to declare the respective block as ODF++ and achieve 5 star under Swachh Vidyalaya.</i> • <i>Conducting Capacity Building program for Village/ gram/urban for implementation of SLWM in the respective village along with Annual Education Plan and Swachhta Action Plan.</i>

	<ul style="list-style-type: none"> • <i>Planning on providing guidance and support to the Field-coordinators.</i> • <i>Planning on creating and providing WASH facility.</i> • <i>Conducting Community Mobilization</i> • <i>Planning on empowering SMC</i>
Facilitation & Coordination	<ul style="list-style-type: none"> • <i>Obtaining Village Profile by doing door-door survey on no. of sanitation facilities, schools, accessibility, community issues etc.</i> • <i>Conducting capacity building workshop with Community, SMC members, ASHAs, ANMs and other stakeholder's.</i> • <i>Examines and tracking of SLWM district action plan, Annual Village Education Plans and accords approval with proposal/suggestions, if any.</i> • <i>Organize quarterly meeting to review the extent of progress of interventions at the block level.</i> • <i>Submission of AVEP with change and provision to District or further implementation and release of funds.</i>
Monitoring and Evaluation	<ul style="list-style-type: none"> • <i>Monitoring the school status at village level and overall implementation of SLWM activities.</i> • <i>Monitoring usage of funds.</i> • <i>Mapping the implementation status of SLWM and SAP..</i> • <i>Mapping the progress of respective villages.</i> • <i>Preparing status report and sharing with the above departments.</i>

Method of Selection

Stage1: Interested candidates may apply by filling the Google form

<https://forms.gle/6UpXYWgz4A6f9puG7>

and intimate the same to e-mail Id: cmfm_binodb@aiimsbhubaneswar.edu.in

by **5 pm of 20thSept 2021** with the subject as **“EMF/08/2021-22_Name of the candidate”**. Incomplete application form and process shall be rejected.

Shortlisting shall be done based on qualification and experience in the field and list shall be displayed on the website of AIIMS Bhubaneswar within a week time.

Candidates are advised to keep on tracking the same on the website.

Stage 2: Personal interview by Selection Committee of the shortlisted

candidates on zoom/skype/google meet, the date and time shall be intimated by email to the shortlisted candidates.

Duty Station

The duty station will be Jajpur District, Odisha.

Supervisor

The selected persons will work under the project steering committee with members from AIIMS Bhubaneswar, UNICEF Odisha and Collector office Jajpur.

Terms and conditions

1. These are tenure vacancies under the funded project and are not employed under AllMS, Bhubaneswar payroll. Employment will be automatically terminated upon completion of the project, and there is no liability for permanent employment on AllMS, Bhubaneswar or Principal Investigator. Also, the candidates have no right to claim permanent employment based on this job.
2. No TA/DA will be paid for attending this Walk-in-Interview.
3. All other terms and conditions will be regulated by the guidelines as issued by AllMS Bhubaneswar and the funding agency.
4. The position requires extensive travel in the districts. TA during the field visits shall be as approved in project budget.
5. The appointments are full-time tenure-based. No private practice shall be allowed.

Contact Details:

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Associate Professor

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