

Job Title/ Position	Project Coordinator(1), District Coordinator (4), Block Coordinator (1), MIS Officer(1)			
Job Location	HQ in Salt Lake and five districts namely Jalpaigudi, Purba Medinipur, South 24 Parganas, Malda and Murshidabad			
Nature of Employment	Contractual wef 5 th January, 2026			
Nature of Job	Thematic Focus		District	
	Care Reform		Jalpaiguri, Malda and Purba Medinipur	
	MHPSS		Jalpaiguri, Malda, Purba Medinipur, Murshidabad South 24 Parganas	
	Prevention of Child Marriage and Adolescent Empowerment		Jalpaiguri, Malda, Purba Medinipur, Murshidabad South 24 Parganas	
About the Project	Together for Children: Advancing Care Reforms, Mental Wellbeing, and Ending Child Marriage in 5 districts of West Bengal. Considering the Child Protection vulnerabilities and equity (geographic-tea gardens, coastal areas and marginalized populations) as the crux of interventions and emerging considerations of climate change which impact protection results, this project will build a comprehensive, focused and scalable model connecting various stakeholders, service providers, children and adolescents			
Education and Experience	<ul style="list-style-type: none">Project Coordinator- MSW / MA in Psycho with 7 to 10 Years of experienceDistrict Coordinator- MSW/ Graduate in Child Protection with 4 Years of experienceBlock Coordinator- Graduate with 4 Years of experienceMIS Coordinator- MSW/ MSW / MA in Psycho with 7 Years of experience			
Duties and Responsibilities	Project Coordinator	District Coordinator	Block Coordinator	MIS Officer
	<ul style="list-style-type: none">Oversee, planning, implementation, monitoring, reporting, stakeholder coordination and donor compliance.Ensure timely roll-out of interventions on Care Reform, MHPSS, Gender Norms, and Child Marriage Prevention in all districts.Convene state/district stakeholders including DCRT, DCPU, CWC, CCIs, DMHP, SSM, ICDS, SRLM, PRI institutions. Facilitate cross-department convergence on MHPSS, case management, social protection, GPDP integration, etc.	<ul style="list-style-type: none">Implement all district-level activities.Orientation of CP stakeholders.District-level consultations on Care Reform, Roll-out of MHPSS sessions in schools and communities.Positive Parenting sessions, Mental Health First Aid training.Adolescents' leadership and gender norm transformation workshops.Stakeholder Engagement with DCPU, DMHP, SSM, ICDS, PRI institutions, Police and NGOs.	<ul style="list-style-type: none">Planning , Implementation, mobilization and coordination of activities at block and community level, working directly with schools, CPCs, SHGs, PRI, AWWs, ASHAs, adolescents and community groups. Build capacity of VLCPCs, GPCPCs, SHGs and peer groups	<ul style="list-style-type: none">Maintain MIS for all activities: trainings, workshops, school sessions, referrals, children reached, CPC engagement, vulnerable spot mapping etc.Collate data from block and district teams; validate and clean data before reporting.Provide data for mid-term review, donor reporting and project audits. Maintain repository of photographs, IEC distribution lists, attendance sheets, field monitoring checklists etc.
Reporting to	The Executive Director Jayaprakash Institute of Social Change, DD 18/4/1, Salt Lake, Kolkata-700064			
Travel	Travel across five districts namely Jalpaigudi, Purba Medinipur, South 24 Parganas, Malda and Murshidabad			
Salary Offered	Rs 45,000.00 pm for Project Coordinator, Rs 40,000.00PM for District Coordinator, Rs35,000.00PM for Murshidabad and Rs 38,000.00PM for MIS Officer			
To apply	The Executive Director Jayaprakash Institute of Social Change, DD 18/4/1, Salt Lake, Kolkata-700064 Email: jpisc1973@gmail.com			
Last Date for Receiving Application	01.01.2026			