

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 experience District Coordinator- MSW/ Graduate in Child Protection with 4 Years of experience Block Coordinator- Graduate with 4 Years of experience MIS Coordinator- MSW/ MSW / MA in Psycho with 7 Years of experience 						
Duties and Responsibilities	<p>Project Coordinator</p> <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, integration, etc. <p>GPDP</p>	<p>District Coordinator</p> <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. 	<p>Block Coordinator</p> <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 	<p>MIS Officer</p> <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						