

NATIONAL EMPOWERMENT FOUNDATION

SCHEME OF SERVICE

Post: Community Project Coordinator
Salary: Rs 34350 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950
(NEF 19)

Qualifications: A. By selection from among officers in the grade of Community Project Executive and serving officers of the NEF who possess –

(i) a Degree in Social Science or Management or Administration;

OR

an equivalent qualification acceptable to the Board; and

(ii) at least three years' experience in Community Development.

B. Candidates should –

- (i) possess good interpersonal, communication and report writing skills;
- (ii) be proficient in IT office tools as well as in statistical and data interpretation;
- (iii) possess effective leadership and problem-solving skills;
- (iv) have the ability to work in a team; and
- (v) be able to meet tight deadlines.

NOTE

In the absence of qualified serving officers by selection from among outside candidates possessing the qualifications at A and B.

- Duties:**
1. To assist in the overall implementation, coordination, monitoring and supervision of all operations and activities of the programme.
 2. To ensure that all projects proposals are in line with the set parameters, guidelines and eligibility criteria approved for the Programme.
 3. To ensure an integrated approach in the implementation of projects.
 4. To contribute to build synergy with programmes/projects by the NEF and external partners.
 5. To be involved at national level in social capital building, community empowerment, infrastructure and integrated projects.
 6. To devise strategies for effective project formulation and project referral at national level.
 7. To follow up closely with other agencies.



