

**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.



8. To ensure preparation of project write-ups for approval by the NEF Board.
9. To participate in meetings with other stakeholders for projects at national level.
10. To supervise the works of the Case Management Officers and the Community Project Executives and to ensure effective communication.
11. To organise any other events in consultation with the Programme Manager.
12. To submit regular progress reports on status of projects.
13. To effect regular site visits to the clusters and submit regular reports to the Programme Manager on progress achieved in the implementation of projects, in line with the milestone and KPIs.
14. To ensure proper follow up of beneficiaries of the Programme through field visits to collect data, check progress, identify constraints, propose improvements, and submit regular feedback reports.
15. To perform other duties directly related to the main duties listed above or related to the delivery of the output and results expected from incumbent in the roles ascribed to him.

**NOTE**

Officers may be requested to work outside normal working hours, including Saturdays, Sundays, and Public Holidays.



**Approved by** : The Board of NEF at its 106<sup>th</sup> meeting  
**Name** : ..... A. SEESUNAR .....  
**Designation** : ..... Chairman .....  
**Date** : 17 April 2019

