Programme Coordinator for Tamil Nadu Urban Sanitation Support Programme

About Us
The Indian Institute for Human Settlements (IIHS) is a national education institution committed to the equitable, sustainable and efficient transformation of Indian settlements.

IIHS aims to establish an independently funded and managed national university for research and innovation focused on the challenges and opportunities of India’s urban transition. The proposed IIHS University will host an integrated programme of quality campus-based education and research, training and lifelong learning for working professionals, distance and blended learning, as well as a whole array of practice and advisory services. The university will have a strong interdisciplinary orientation bringing together theory and praxis that is grounded in the South Asian context and also engages with and draws from knowledge across the globe.

For more information, please see http://www.iihs.co.in

IIHS is supporting the Government of Tamil Nadu, and is the lead agency for implementation of the TNUSSP.

About the TNUSSP
The Dept. of Municipal Administration and Water Supply, Government of Tamil Nadu Municipal (MAWS, GoTN) aims at scaling up access to safe and sustainable sanitation to all its urban areas in the next five years. Tamil Nadu will be poised to becoming a fully sanitized and healthy state, substantially eliminating open defecation, achieving improvements through the entire sanitation value chain, safely disposing an increasing proportion of its human excreta, and re-using/ recovering resources therefrom. The Bill and Melinda Gates Foundation (BMGF) is supporting GoTN to achieve the Sanitation Mission of Tamil Nadu. This support shall enable the GoTN in investing resources towards innovative solutions to achieve mission goals.

A Technical Support Unit (TSU) will be set up to be the comprehensive technical arm for the MAWS-GoTN, and will assist in implementation of state-level and city-level initiatives, based on agreed parameters. In addition, two sub-TSUs will be set up in two select urban locations. IIHS is recruiting specialists for the following components:

i. Improved enabling environment and governance
ii. Engineering and Planning
iii. Implementation Support
iv. Behaviour Change and Communications
v. Enterprise Development
vi. Capacity Building and Training
vii. Knowledge Management
viii. Monitoring, Learning and Evaluation
ix. Governance and Enabling Framework
Job Description

The Practice Team is responsible for providing cutting-edge and integrated solutions to India’s urban development challenges by bringing together faculty and experts across diverse domains of knowledge and practice; exposing learners to real-life problems and integrating the practice into academics and research. This is a full time position in the Practice Team to be part of the TNUSSP. The programme Coordinators will report to the Team Leader, TNUSSP.

The Programme Coordinator will provide programme implementation support to partner organizations, including but not restricted to helping with City Sanitation Planning and related activities, assisting in interfacing with City Local Body (Corporation, Municipality, Town Panchayats, etc.), assisting with development and implementation of demonstration projects, engaging with community groups and private sector, helping streamline studies and other exercises being carried out by the Partner organization, coordinating inputs from other partners, experts, etc., for continuously accelerating and improving the programme’s performance.

Two Program Coordinators shall be recruited – one each to be placed in Trichy and Coimbatore. For the initial 8 months, the Program Coordinators shall be based out these two locations, and work out of the Partners’ offices. After review, the position may continue in these locations, or change to be based in Chennai.

Activities and Tasks
Your responsibilities would include, but not be limited to, the following -

1. Assist the Partner Organization in planning and scheduling the key events and processes in preparation of the City Sanitation Plans, and related outputs including selected DPRs, demonstration projects, training, behaviour change and communication, and related activities;

2. Assist the Partner Organization in systematically interfacing and engaging with ULB Officers, elected leaders, and promoting the priority accorded to sanitation, and septage management while helping the ULB to strengthening its institutional systems and processes of planning, budgeting, financing, monitoring and evaluation;

3. Assist the Partner Organization in developing, implementing and monitoring the demonstration projects, ensuring securing of land and requisite permissions, the timely execution of projects, and their monitoring and tracking to ensuring best quality standards to be achieved timely;

4. Coordinating inputs and support from TSU, partner organizations, experts and specialist resources in order to strengthen the Partner Organization’s capacities and delivery of results for the city sanitation improvements;

5. Assist the Partner Organization in engaging with community groups and private sector, and implementing special studies and initiatives as may be needed from time to time;

6. Undertake all management activities related to the project, such as preparing the monthly institutional updates, biannual performance reports, financial reporting and forecasting;
7. Engage in project outreach activities with external stakeholders including identifying potential collaborators, conferences for participation, and other avenues for advancing Project research;

8. Participate in all activities of Institution-Building at IIHS; carry out tasks as assigned by IIHS; and travel on IIHS work as and when needed;

9. Carry out other duties as assigned.

This offer is on an exclusive basis, which implies that other professional assignments (whether compensated or not) that bear a potential conflict of interest with the IIHS cannot be undertaken.

**Person Specification**

The candidate must have Project management, analytical and excellent spoken and written communication skills. He/she must demonstrate an ability to engage with and across multiple disciplines, which is central to the work-ethic at the IIHS. Successful candidates will possess both the desire and capacity to learn and work in a team.

**Required skills and experience:**
- Demonstrated organizational and project management skills, preferably in an Urban or Developmental Sector focused environment;
- Good writing and quantitative skills;
- Experience of working with government / donor agencies, NGOs and community groups
- Current knowledge in Water/Sanitation/Environmental field and/or urban/development sector;
- Excellent communication, relationship management, team-building and interpersonal skills;
- Ability to work in a fast paced, dynamic environment; and
- Ability to work flexible hours from time to time.

**Structure and Reporting**

The Programme Coordinator – TNUSSP will report to the Team Leader, TNUSSP. The TNUSSP team reports to the Chief - Practice, IIHS.

**Person Specification**

Applicants should hold a Master’s degree (Business Management or other sciences, humanities, engineering or equivalent) with at least five years of professional experience that include project management and/or implementation and advisory support work. A Bachelor’s degree with at least seven years of relevant work experience could also be considered in exceptional cases.

Ideal applicants would have worked in and have interest in areas of Water, Sanitation and urban development, in India and the international context. Hands-on implementation experience
working with Government agencies will be considered an asset. Preference will be given to candidates with Tamil language skills, and work experience in Tamil Nadu.

**Location**
The position for the first 8 months will be based out of Partner’s locations in Trichy and Coimbatore and later possibly based in Chennai, with frequent travel to other locations in Tamil Nadu.

**Review and Assessment**
The role and performance of the candidate shall be subject to normal review and assessment systems at IIHS.

**Diversity Policy**
The IIHS is an equal opportunity employer that encourages women, people with disabilities and those from economically and socially excluded communities with the requisite skills and qualifications to apply for positions.

**Contact**
Please email an updated resume, along with a cover letter addressing how you meet the above requirements, to hr@iihs.co.in (Subject: TNUSSP – Programme Coordinator).