

## Project Coordinator at Seva Setu



Seva Setu is looking for a professional to join its growing team in the full-time role of a Project Coordinator. The candidate would work out of Seva Setu's Patna branch and will be responsible for managing multiple projects – both on-going and new initiatives which are being planned for the year. Given the nature of our work, this role would provide a challenging experience similar to what administrators and bureaucrats face on a daily basis, providing a balanced mix of both, on-field and off-field work.

### A little about Seva Setu

Seva Setu is a humble social initiative established to work for the cause of every individual deprived of his/her fundamental rights. These days there is an abundance of government schemes and programs for the poor. In spite of this, ground reality is that either the fruits of these schemes and programs don't reach the deserving or the deserving are not able to avail the full benefits due to systemic ailments.

True to its name, Seva Setu aims to serve as an enabler, facilitator and advocate thus bridging the gap between the provider (state/central government) of schemes and programs and the desired beneficiary (those who can benefit from these schemes). Through various programs, Seva Setu provides a last mile connectivity to people with the local state machinery at various stages, enabling the full chain of transfer of benefits from the government to the beneficiaries. Unlike typical NGOs, Seva Setu operates like any modern-day startup and believes in achieving goals through setting data-driven targets.

The initiative was founded by an alumnus of IIT Kharagpur and IIM-Bangalore, who has been a bureaucrat in the Indian Civil Services and held management roles in other multi-nationals. **LinkedIn:** <https://goo.gl/pBXafE>

### Job responsibilities

In this role, the candidate would be expected to

- Own the implementation of Seva Setu's programs on the ground end-to-end.
- Prepare weekly action plans for and delegate work to a team of field executives and review their performance.
- Gather and analyze data from the field and ensure it is digitized and uploaded in Seva Setu's data store.
- Prepare interventions and controlled trials based on the data collected and analyzed.
- Reviewing and analyzing the latest government schemes and policies and devising the path ahead for new projects.
- Creating contacts with and collaborating with local government officials and administrators as well as the media. Also, meet local administrators and bureaucrats to build collaboration opportunities with Seva Setu.

### Desired skills and experience

- Should be a go-getter with a desire to take up challenges and produce actionable results
- Computer and IT skills would be an advantage: MS-Word, MS-Excel, Email and Calendars
- Should be able to write and communicate clearly in either Hindi or English

### Glimpse of on-going projects

- Each one Reach one program: Our work in helping young rural mothers: [sevasetu.org/mother\\_care](http://sevasetu.org/mother_care)
- Programs on monitoring health centers and Anganwadis: <https://goo.gl/NpB1Ed>
- Program on ensuring the disabled get their disability certificates: <https://goo.gl/ep1PFH>
- Program to ensure entrepreneurship and skill-learning in villages and towns: <https://goo.gl/6uUo8p>

**If you're interested, please email a copy of your CV to [apply@sevasetu.org](mailto:apply@sevasetu.org). For any other queries, please feel free to write to the same email ID.**