



Job Description – District Coordinator

Position	District Coordinator (Full time)
Project	Facilitating Actions to Improve Nutritional and Health Status of Children and Women in Three Blocks of Malkangiri District in Odisha
Location	Malkangiri district, Odisha
No. of Position	01
About the Organisation	Public Health Resource Society is a national-level resource organization currently working directly in the states of Jharkhand, Chhattisgarh, Odisha, Assam, and Delhi and committed to the mission of building capacities for public health action towards 'Health for All'. Using a rights-based approach, it has contributed to the on-going work of strengthening public health systems in these and other states through its partnerships with institutions. Our areas of work involve women and child health and nutrition, tribal health, and health systems strengthening. Our core strategies include model demonstration, community-based research, and program implementation along with advocacy. The organisation maintains a specific focus on working with vulnerable and marginalized communities using participatory principles. For more details visit: https://phrsindia.org/
About the project	The project aims to work with children under 6 years, pregnant and lactating women, and adolescent girls to address their unique nutritional needs. The project seeks to engage with tribal and PVTG's in Malkangiri such as Bondas, Gadabas, Kondhs, and Koyas. Objectives of the project are: 1. To build the capacities of the Anganwadi workers for better case management and improvement of nutritional outcomes of children under six 2. To work with the AWWs and ASHAs for management of pregnancy and delivery resulting in improved birth weights and lowering of maternal and child morbidity and mortality 3. To build knowledge and awareness among community members on various themes of health and nutrition to improve practice and increase demand for services. 4. To work with local governance systems to improve village-level planning and monitoring of health and nutrition services for children, women, and adolescents. and nutrition services for children, women, and adolescents.
Job Description	The district coordinator will work closely with the national and state team and block teams for overall roll out of the programme in the respective blocks. S/he will be responsible for district and block level coordination and liaisoning. The following are the roles and responsibilities: - Coordinate the roll out of the programme based on the action plans - Conduct monthly meetings and review meetings



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	- Develop monthly work plan for district and block teams - Build capacities and provide handholding support to block coordinators, sector coordinators, and programme facilitators. - Develop training calendars for training of FLWs and impart training as per the schedule - Organize training programs for Project Staff and FLWs and PRIs - To provide resource person support wherever required for training the PF/SC/FLWs. - To assess the quality of the training using specific assessment formats. - To regularly monitor and assess the skills of the FLWs and project staff and provide regular hand holding support. - To organize refresher trainings as per the needs - Maintaining training database of all the training and assessments. - Periodic reporting, develop reports and case studies - Support in tracking children with growth faltering and nutritional needs - Work closely with district-level authorities- sharing monthly data/reports, coordination for effective implementation of the programme - Build rapport and coordinate with DSWO, CDPOs, BDOs, and MOICs at the block level - Participate in district and block-level review meetings - Build rapport with the NRCs and facilitate referrals and admission to children with SAM - Participate and handhold in the PLA meetings, and other activities performed by the sector coordinators and programme facilitators on a rotation basis. - Participate in the fortnightly, monthly, and quarterly meetings organized by state and national team. - Undertake data analysis for effective programme management - Periodic reporting, develop reports and case studies. Support writing and collation of reports for donor monitoring purposes - Any other tasks assigned by the supervisor.
Report to	State Programme Coordinator
Qualifications, desired skills and requirements	- Minimum Master's degree in Social Work/Social Studies. - Minimum 5-7 years of experience of leading a team on Nutrition/Health/Sanitation-related programmes at the block/district level. - Must be willing to serve the community with work experience in community-based programmes, preferably in the sector of health and nutrition.



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	- Experience in planning and executing district to village level operations with Government/ Donor/NGO-supported programmes with minimum supervision. - Must have prior experience in coordinating with district administration, and civil society organizations and participated actively in district-level committees and other forums. - Must have experience in working in tribal-dominated districts/blocks. - Should be proficient in MS Office - Must have good communication skills, especially in local languages. - The candidate must have good documentation skills and should be proficient in reading, writing, and speaking Hindi and English.
Duration	Till September 2027. The contract will be issued initially for one year which will be extended based on the performance and need of the project.
How to apply	Interested candidate must send their resume along with a cover letter to orissa@phrnindia.org with subject line- Application for the post of District Coordinator - Malkangiri.
Last date of application	31 st July 2026
Sexual Exploitation and Abuse (SEA) are unacceptable behaviors and prohibited conduct for all humanitarian workers, including PHRS employees and related personnel. PHRS has a policy of zero tolerance towards SEA. All candidates will mandatorily undergo a reference check that includes questions about SEA.	