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**Details for the post of Cluster coordinator: No. of Vacancies (3)**

**Major Tasks**

 All the tasks will be carried out under the guidance and direction of the District Education Officer , in consultation with UNICEF WASH Officer, Hyderabad and ensure delivery of results in a stipulated time frame

1. Roll out of programmes as per the action plan
2. Liason with officers of line departments (RWS&S, SSA, W&CD, DWMA, DPO, CEO, ZP) at mandal / division level.
3. Extend support to District Education officer & Programme coordinator in implementing the programme.
4. Regular monitoring of the Implementation Plan , to identify gaps and propose necessary actions to be taken by various stakeholders at division level .
5. Regular interaction with teachers and students and extend support wherever necessary.
6. Organizing trainings/ orientations / exposure visits/ workshops/ events as desired.
7. Ensure participation of stake holders, officers, teachers, students as per the requirement.

**Qualification and Experience:**

* **Graduates (Science/ Social / Communication/ Education background)** with **minimum 3 years of experience of working with abundant Knowledge in the sanitation and drinking water.**
* Capability of organizing events at district/ division level.
* Fluency in spoken/ Written English and Telugu (local language) is essential.
* Excellent Documentation Skills, and computer savvy (Excel, Word, Power point, Email)

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| **Duration of Contract**  | 364 days  |
| **Place of Posting**  | Divisions of East Godavari District, Andhra Pradesh |
| **Professional Fee** | The Professional Fee is Rs.15,000/- including local travel ; communication and internet and stationery and other overheads |
| **Primary Reporting lines** | District Education Officer & Programme Coordinator, East Godavari , Andhra Pradesh  |