

Consortium for DEWATS Dissemination (CDD) Society

Organisation Profile:

The Consortium for DEWATS Dissemination (CDD) Society is a Bangalore based non-governmental organisation, working since 2002, to promote and improve social, economic and environmental conditions of the less privileged, disadvantaged and marginalised in South Asia through the provision of decentralised basic needs services (DBNS). CDD provides technical support for basic needs services in the areas of conceptualization, designing, quality control, certification, applied research, optimization and dissemination of decentralized wastewater treatment technologies, developing standard procedures, creating technologies and conducting/coordinating research, training and networking. We work through a network of 20 partners across India and Nepal.

Job Title: Unit Coordinator

Project: Capacity Building for Delivery of Decentralised Basic Needs Services

Location: Bangalore, with regular travel to project locations

Reporting to: Director – Knowledge Management, Training and R&D

Responsible for: A team of up to 5 members

Compensation: Commensurate with qualifications, experience, assessment of capabilities, overall suitability and potential at a personal interview.

Background: CDD Society aims to scale up the provision of decentralised basic needs services through strengthening the capacity and effectiveness of sector professionals, Urban Local Bodies, and other Government departments. CDD Society's aim is to create a critical mass of human resources in the Decentralised Basic Needs Services sector.

Job Summary: This is an exciting opportunity to lead a small team and get hands on experience of coordinating a multi-stakeholder programme. There would be ample opportunities to build ones skills in management as well as expertise in the field of sanitation.

Key Responsibilities:

- Overall responsibility for planning, implementing, monitoring and reporting on CDD's Capacity Building Programme
- Guide development and implementation of capacity building strategies (e.g., trainings, workshops, support networks, mentoring, etc.)
- Coordination between CDD and the other partners as well as sector clients for making the Capacity Building Unit sustainable
- Coordinate the development of training modules and provide subject expertise inputs as required
- Coordinate the implementation of training programmes
- Support identification of resource persons and trainees

- Be a part of the documentation, monitoring and assessment teams as required
- Manage and direct the assigned resources to best meet the unit's objectives
- Coordinate the preparation of project reports and documents
- Help identify and build new projects (acquire external funds)
- Take up any other responsibilities as and when directed

Qualification and Experience:

- A post graduate degree in a relevant field
- At least 3 years of experience in managing/coordinating projects
- At least 5 years of Experience in Training methodology and pedagogy
- Experience of working on multi stakeholder projects is desirable
- Experience of managing finance and administration is desirable
- Experience of managing capacity building activities is desirable
- Experience in the sanitation sector would be a plus

Skills & Competencies:

- High level of coordination, networking and interpersonal communication skills
- Ability to work under pressure and to manage multiple tasks
- Highly motivated self-starter as well as a good team player
- Skilled at organizing events such as conferences and trainings
- Demonstrated organisational skills
- Positive attitude and outgoing personality
- Ability to build and manage relationships
- Good report writing skills
- Proficient with MS Office and other software

Mail your CVs along with a cover letter to recruitment.bgl@cddindia.org no later than **November 18th, 2013**. Only shortlisted candidates would be contacted.