



## JOB DESCRIPTION

**Job Title:** Project Coordinator

**Project Title:** Community Development

**Project Duration:** 1 Year

**Reporting To:** Director

### About the organisation

Nest Lamka is a community-owned initiative driven by the dedication to empower communities through efforts in knowledge production, health, and community development. By fostering a safe space for partnership and collaboration, it aims to create opportunities for community participation and ownership in efforts toward development that is sustainable and locally viable. Visit [www.nestlamka.org](http://www.nestlamka.org) to learn more, get involved, and join us in building a stronger, more resilient future.

### Job Description:

We are seeking a dynamic and highly motivated **Project Coordinator** to join our team to lead our **Community Development** vertical. The ideal candidate will be responsible for planning, coordinating, and executing project activities across multiple sectors. This role requires strong management skills, excellent communication abilities, and a willingness to travel as needed to ensure the success of the project.

### Key Responsibilities:

#### 1. Project Planning and Coordination:

- Lead project planning, execution, monitoring and evaluation.
- Coordinate with various stakeholders to ensure smooth implementation of project activities.
- Monitor project progress and provide regular updates to the Director.

#### 2. Communication and Reporting:

- Draft proposals, reports, presentations, and correspondence
- Act as a point of contact between the Director and project stakeholders.
- Document meeting notes, action items, and follow up on deliverables.

#### 3. Sectoral Engagement:

- Work across diverse sectors, including Climate Action, Water, Agriculture, Livelihood Development, Skill Building and other Social Development verticals.
- Collaborate with sector experts and community representatives to align project goals.

#### 4. Field Work and Travel:

- Visit project sites regularly and oversee activities and assess progress.
- Engage with local communities to understand their needs and provide on-the-ground support.

#### 5. Administrative Support:

- Manage project resources, budgets, and schedules efficiently.
- Ensure compliance with organizational policies and procedures.



### **Qualifications and Skills:**

- **Educational Background:** Bachelor's degree in Social Work, Social Sciences, Development Studies, or a related field.
- **Experience:** Minimum of 1 year in project coordination or a related role (experience in community development is preferred).
- **Skills:**
  - ✓ Strong management and organizational skills.
  - ✓ Proficiency in English (both written and spoken).
  - ✓ Ability to multitask and work under tight deadlines.
  - ✓ Strong interpersonal and negotiation skills.

### **Other Requirements:**

- Willingness to travel extensively, including rural and remote areas.
- Flexibility to work across different sectors and adapt to changing project needs.

**Work Location:** Based at Nest Lamka office with frequent travel to project sites.

**Remuneration:** Competitive and commensurate with experience and qualifications.

### **How to Apply:**

Interested candidates are requested to send their resume and a cover letter detailing their relevant experience and interest in the role to [nestlamka@gmail.com](mailto:nestlamka@gmail.com).

Applications will be reviewed on a rolling basis. Shortlisted candidates will be contacted for interview.

*Join us in making a difference through sustainable community development!*