Position: Programme Coordinator - Knowledge Management and Evaluations

Organisation: All India Disaster Mitigation Institute (AIDMI)

Location: Ahmedabad, Gujarat, India

Job Type: Full-time

Application Deadline: January 10, 2025

A. About AIDMI

The All India Disaster Mitigation Institute (AIDMI) is a community-based action research, action planning and action policy support local organisation, working towards bridging the gap between policy, practice and research related to humanitarian action, disaster risk reduction and climate change resilience. For more details, visit www.aidmi.org.

B. Position Overview

We are seeking a dynamic professional to join our team as a **Programme Coordinator** to lead knowledge management, evaluations, and capacity-building related to climate extreme events with a focus on heat. The role involves leading field operations, developing knowledge products, and implementing monitoring and evaluation systems. This is a one-year contract with a yearly extension based on the review. We encourage women, *Dalits*, disabled, and minorities to apply.

C. Key Responsibilities

1. Knowledge Management and Documentation

- Design and develop knowledge products using participatory processes.
- Document best practices and lessons learned from field implementations.
- Prepare analytical reports, case studies, and policy briefs.
- Manage AIDMI's knowledge repository and documentation systems.

2. Field Operations Management

- Coordinate and oversee field activities including surveys, assessments, and data collection.
- Plan and execute field visits for project monitoring and quality assurance.
- Implement data collection processes using digital platforms (Kobo Toolbox, MAXQDA, NVivo, SurveyCTO, Google Form, Zoom, Google Meet, CommCare, and Audio recording).
- Ensure proper documentation of field activities and maintain field reports.

3. Capacity Building and Training

- Design and conduct training programmes for various stakeholders.
- Develop training materials and modules.
- Organise and facilitate workshops, webinars, and learning sessions.
- Coordinate at least three online webinars annually supporting AIDMI's initiatives.

4. Project Implementation and Monitoring

- Support project planning, budgeting, and implementation related to climate extreme events with focus on heat.
- Provide inputs for strategic planning.

- Ensure timely submission of progress reports and deliverables.
- Monitor project achievements and challenges.
- Conduct evaluations of project activities.

5. Technical Support and Coordination

- Provide technical inputs for disaster surveillance and early warning systems.
- Support the development of emergency appeals and local contingency plans.
- Foster relationships with government agencies, NGOs, and other stakeholders.
- Represent AIDMI at relevant meetings and forums.

D. Required Qualifications
- Full group of NDMA and NIDM efforts to make India safer.
- Master's or PhD degree in Social Science, Disaster Management, Environmental Protection, or related field from an accredited university.
- Minimum 3-5 years of relevant work experience.
- Strong analytical and documentation skills.
- Proficiency in data analysis tools and digital platforms.
- Excellent and time-bound written and verbal communication skills in English and Hindi.
- Willingness to travel extensively for fieldwork and policy work in India and beyond.

E. Desired Experience
- Previous experience in the development sector, humanitarian work, or government consulting.
- Field experience in disaster response operations.
- Experience working with vulnerable populations.
- Knowledge of participatory and data software research methodologies.

F. Terms and Conditions
- The position is based in Ahmedabad with frequent travel to field locations and beyond.
- Compensation will be competitive and commensurate with experience.
- Travel, accommodation, and other work-related expenses will be reimbursed as per organisational policies.
- Initial contract will be for one year, renewable based on performance.
- Must adhere to AIDMI's policies including PSEA policy.
- All work products will remain the intellectual property of AIDMI.

G. Application Process

Interested candidates should submit their application using this link: https://aidmi.org/application-form/. The full selection process will include suitable assessments and interviews.
1. Detailed CV
2. Cover letter
3. Two professional references
4. Writing sample

Application Deadline: Applications must be submitted by January 10, 2025.