

ALL INDIA DISASTER MITIGATION INSTITUTE (AIDMI)

VACANCY ANNOUNCEMENT

PROJECT COORDINATOR

Nature-Based Solutions for Heat and Water Stress in Maharashtra

Duty station: Akola, Maharashtra, with travel to project locations in Jalgaon and Nanded-Waghala as required.

Engagement period: November 2026 to March 2027, with the possibility of extension subject to project requirements and performance.

Job Type: Full-time

About AIDMI

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

About the Project

AIDMI is implementing the project “Nature-Based Solutions for Heat and Water Stress in Maharashtra” in Akola, Jalgaon and Nanded-Waghala. The project promotes practical, locally managed responses to heat and water stress, including cool roofs, green corridors and tree planting, rainwater harvesting, and women-led community initiatives.

Position Overview

The Project Coordinator will coordinate day-to-day field implementation, support local teams and partners, monitor the quality and progress of activities, and maintain reliable field records and reports. The role is based in Akola with frequent and regular travel to Jalgaon and Nanded and requires coordination with community institutions, local government bodies, vendors and implementing partners across the project locations.

Key Responsibilities

- Coordinate day-to-day implementation and guide, support and monitor technical and field coordinators across Akola, Jalgaon and Nanded-Waghala.
- Monitor site-level implementation and quality of cool roofs, green corridors and tree planting, rainwater harvesting systems, and other project activities.
- Coordinate with self-help groups (SHGs), SHG federations, women-led enterprises, NULM and other local institutions to support community participation.
- Maintain regular coordination with local government bodies, urban local bodies, community representatives, vendors and implementing partners.
- Support vendor coordination and verify bills of quantities, field measurements, completion reports and activity-level documentation.
- Track activity progress, identify field-level challenges and follow up on timely corrective action with the Project Manager and partners.
- Maintain monitoring records, photographs, field visit notes and other evidence; contribute to monthly progress reports, case studies and learning documentation.
- Support data collection and verification for monitoring, evaluation and learning, and assist with meetings, trainings and stakeholder events.

Required Qualifications and Skills

- Graduate or postgraduate qualification in social sciences, development studies, environment, disaster management, climate change, natural resource management or a related discipline.
- Relevant experience in field coordination, community-based development, urban resilience, climate adaptation, disaster risk reduction or implementation of local development activities.
- Ability to coordinate field teams and community institutions, maintain records and follow up on implementation issues.
- Good communication, organisation, documentation and problem-solving skills.
- Fluency in Marathi is mandatory; working proficiency in Hindi and English is expected.
- Good working knowledge of MS Office/Excel and digital data collection or reporting tools, and willingness to travel and spend time at project sites.

Desired Experience

- Previous experience minimum 5 years in the development sector, resilience building, humanitarian work, or government consulting.
- Field experience in urban risk reduction or disaster response operations.
- Experience working with vulnerable populations.
- Knowledge of participatory and data software research methodologies.

Terms and Conditions

- The position is based in Akola, Maharashtra, with travel to Jalgaon and Nanded as required.
- Remuneration will be competitive and commensurate with experience; details will be discussed with shortlisted candidates.
- Travel, accommodation and other work-related expenses will be reimbursed as per organisational policies.
- The initial engagement will be from November 2026 to March 2027 and may be extended subject to project requirements and performance.
- The selected candidate must adhere to AIDMI's organisational policies, including its PSEA and safeguarding policies.
- All work products will remain the intellectual property of AIDMI.

Application Process

Interested candidates should submit a current CV, a cover letter explaining their suitability, contact details for two professional references, and a brief writing sample or relevant work sample.

Please clearly state your earliest possible joining date. Marathi language proficiency is mandatory.

Application form: <https://aidmi.org/application-form/>

Email for queries: rahul.sonavane@aidmi.org

Application deadline: November 15, 2026

AIDMI encourages applications from women and candidates from diverse and under-represented communities. The selected candidate will be expected to follow AIDMI's organisational policies and safeguarding standards.