



## Job Description

<b>Role Title:</b> District Coordinator	<b>Location:</b> Kota, Rajsamand-Rajasthan
<b>Reporting To:</b> State Project Coordinator	<b>Core / Field:</b> Field

### ORGANIZATION BACKGROUND

Centre for Catalyzing Change (C3), is a not for profit organization that improves the lives of women and girls in India. Through local partnerships and programs, C3's proven approach to development gives women, young girls and boys the tools they need to improve their lives, as well as that of their families and communities. Our programs focus on increasing educational and livelihood opportunities for adolescent girls and women, ensuring access to lifesaving reproductive health information and services, and strengthening women's leadership at the grassroots.

### POSITION SUMMARY:

The District Co-ordinator will be responsible for managing C3's Gender-Based Violence (GBV) prevention and response initiative in select districts of Rajasthan. This role includes engagement with stakeholders at the districts, capacity building of relevant stakeholders and implementation of demonstration models in district. The ideal candidate will bring a combination of program management skills, stakeholder liaisoning experience, and a strong commitment to gender equity and violence prevention.

### Key Responsibilities:

- **Project Management & Implementation:**
  - Manage District level project planning, execution, and monitoring
  - In consultation with State Project Co-ordinator, support the creation of training modules for stakeholders
  - Coordinate district-level demonstration models and track progress against project milestones
  - Supervise the project team at the district level, allocate responsibilities, and ensure timely delivery of outputs
  - Represent C3 in all relevant District-level forums and interactions
  - Strengthen partnerships with key stakeholders, including various government departments
  - Build and maintain effective relationships with stakeholders and decision-makers at the district level
  - Prioritization of GBV prevention and response within district

- **Team Coordination:**
  - Regularly communicate with and report to State Project Coordinator on project progress, challenges, and achievements
  - Document best practices, case studies, and lessons learned
  - Facilitate regular team meetings (weekly/bi-weekly/monthly) to assess progress, solve challenges, and share knowledge
  - Provide ongoing mentoring and motivation to ensure high team performance
- **Other Responsibilities:**
  - Perform additional tasks as required by the project or organization

**Note:** The roles and responsibilities mentioned above are not exhaustive. Role holder will be guided to perform different tasks as necessitated by changing role within the organization and the overall objectives.

### **Required Qualifications & Skills**

- Bachelor's in Social Sciences / Public Policy /Gender Studies or related Degree relevant to the field of Gender and Development
- Experience of implementing gender equity/ gender responsive programs at the state level, with relevant experience of working in Rajasthan
- Experience of delivering training programs
- Knowledge and understanding of current Gender Based Violence programming and services, and of local structures, functioning of institutions and understanding of points of convergence for ending gender-based violence
- Experience of involving communities and community-based platforms in GBV prevention efforts
- Minimum of 3-5 years' programmatic and technical experience
- Writing and documentation skills in English and Hindi; Well-developed interpersonal and team skills, respect for gender and diversity and adaptability in demanding situations.
- Willingness to travel within the State

### **OTHER DETAILS**

- The offer made to the selected candidate shall be commensurate with qualifications, experience and salary history
- Last date for submission of application: **January 31, 2026**
- Please send your latest CV, with a covering letter at link provided  
**Link:** <https://mitr2.c3india.org/Career/Home/Application?Code=JOBID-033>
- The application must contain information about your current salary & benefits drawn (CTC)
- Only Short-listed candidates will be intimated

*C3 aims to be an equal opportunity employer. All applicants will be considered for employment without attention to race, colour, religion, sex, sexual orientation, gender identity, national origin, or disability status. Women candidates are encouraged to apply.*