

# Job Description

## POSITION: UNICEF COORDINATOR

**Responsible to: Project Head**

**Location: National Headquarters, New Delhi**

**Job Summary:** Our organisation is seeking an experienced UNICEF Coordinator who can manage project coordination between BSG-UNICEF partnership from initiation to completion. The successful candidate for this position will be able to utilize project data to make future projects more productive and cost-efficient. The UNICEF Coordinator will be responsible for creating milestone schedules, and preparing technical summary reports for management. We are seeking a detail-oriented individual that can ensure smooth functioning of work and coordination.

### KEY RESPONSIBILITIES:

- Maintaining and monitoring ongoing plans, schedules, work hours, budgets and expenditures.
- Organizing, attending and participating in stakeholder meetings.
- Documenting and following up on important actions and decisions from meetings.
- Preparing necessary presentation materials for meetings.
- Ensuring project deadlines are met.
- Determining project changes.
- Providing administrative support as needed.
- Undertaking coordination tasks as required as per project.
- Developing coordination strategies.
- Ensuring UNICEF coordination adheres to frameworks and all documentation is maintained appropriately for each project.
- Chair and facilitate meetings where appropriate and distribute minutes to all project team members.
- Create a UNICEF calendar for fulfilling each goal and objective as per the project plan.



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