



JOB DESCRIPTION – FIELD COORDINATOR

JOB TITLE: Field Coordinator WORK HOURS: 9.00 am to 6. 00 pm
LOCATION:MADURAI REPORTS TO : Project Manager
DEPARTMENT: Community Outreach
PRIME JOB:(Job purpose) Responsible for the implementation of Project at the field level.
RESPONSIBILITIES
<ol style="list-style-type: none"> 1. To facilitate the field work by supplying all necessary materials online. 2. Arrangements for logistics support from Madurai for the Project. 3. Responsible for Salary lists preparation and TA disbursement for the field staff. 4. Monitor the Project activities independently. 5. Attend all the field staff meetings and collect reports from the field. 6. Periodic collection and Submission of data and submit to the Data Center periodically.
KEY TASKS:
<ol style="list-style-type: none"> 1. Responsible for achieving the work load targets 2. Problem solving in the field related to field work and the patient Care 3. Ensuring discipline and purpose behavior of the field worker’s in the community. 4. Preparation of Weekly Report, Monthly Report at the Field Monitoring level. 5. Co-ordinate with the project Manager and the project Team in the implementation of the Project. 6. To develop the IEC materials like pamphlets, flashcard, handbill etc.. 7. Network with the local bodies and NGO’s in order to develop better relationship that would ensure successful implementation of the Project.
WORKING RELATIONSHIPS:
Project Office, Block Areas, Transport Department, Accounts.
FREEDOM TO ACT(AUTHORITY)
Signature: