Position: Project Coordinator
Location: Baddi – Himachal Pradesh and Sri City – Andhra Pradesh
Last Date: 15 January, 2026

Action for Food Production (AFPRO) is a socio-technical organization working for the upliftment of the rural poor through effective natural resource management. It works in the areas of Agriculture, Food Security, Livelihoods, Water, Sanitation, Watershed Management, Natural Resource Management and Climate Change. AFPRO is registered under the Societies Registration Act 1860 (Punjab Amendment) Act 1957 as extended to Delhi.

Mission Statement: AFPRO dedicates itself for alleviating rural poverty, through partnerships, networking and collaborations with like-minded Institutions, with a focus on enabling the marginalized and weaker sections of the Society.

Domain Areas of AFPRO: Agriculture, Food Security, Livelihood, Water Sanitation, Watershed Management, Natural Resource Management, Climate Change and Renewable Energy.

Position: AFPRO having its Head Office at New Delhi requires Project Coordinator for its Project office based in Baddi – Himachal Pradesh and Sri City – Andhra Pradesh

Educational Qualification: Graduate/Post Graduate in Civil Engineering.

Experience: Having 5 - 7 years' experience in undertaking social and community development projects/programmes initiatives.

Job Description

He/she will be responsible for coordinated implementation of social aspects of the project. The position is required to provide technical advice on and oversee the implementation of project to increase the livelihood transition opportunities. This includes enhancing human capacity skills and opportunities for skills development and increasing employment and self-employment opportunities in target households and/or communities.

Roles & Responsibilities:

- Site selection, designing, drawing and estimation for all Water harvesting sites.
- Quality control and supervision of all civil works
- Data collection and analysis as per the prescribed templates and checklist.
- Manages day-to-day project planning and execution.

- Monitor the progress, verify material and bills, prepare MB and RA bills and maintain technical documentation
- Prepares work schedules, monitors progress and ensures timely completion of activities.
- Prepares periodic progress reports, documentation and support.
- Coordinates with contractors/vendors and ensures adherence to planning , budgeting monitoring.
- Seek time to time interventions / assistance from AHO PD team
- Any other task assigned by AFPRO.

Skills Required:

- Strong interpersonal and communication skills
- Strong analytical, reporting and writing abilities skills
- Ability to handle large scale planning & MIS
- Ability to plan, organize, implement and report on work
- Demonstrates integrity and ethical standards
- Positive, constructive attitude to work

Please send your application with profile/resume, current salary, expected salary to AFPRO, Action for Food Production 25/1A Institutional Area, D Block Janakpuri, Pankha Road, New Delhi – 110058, Ph: 28525412 / 28525452, email: jobs@afpro.org with a copy marked to afprodel@gmail.com website: www.afpro.org

Apply by: 30 November, 2025