

VARANASI PROVINCE OF THE INDIAN MISSIONARY SOCIETY (IMS)

Varanasi, Uttar Pradesh | www.vpims.org

A registered non-profit society working for education, health, livelihood and welfare of marginalised communities

JOB DESCRIPTION — PROJECT COORDINATOR

"Slum to School" Education Project, Varanasi | 1 Post

ABOUT THE PROJECT

The Varanasi Province of the Indian Missionary Society is implementing "**A New Beginning for the Children in the Slums of Varanasi**" (Phase II), an urban education project covering **20 slum settlements of Varanasi city**. The project works with about **600 children** from families of rag-pickers, sweepers, daily-wage labourers, vegetable vendors and other informal-sector workers. Its aim is to bring out-of-school and dropout children into formal schooling and to keep them there — through enrolment and admission support, evening remedial coaching centres, regular school and home follow-up, parental counselling, and community awareness against child labour, school dropout and early marriage.

POSITION DETAILS

Position	Project Coordinator
Number of Posts	01 (One)
Salary	Rs. 22,000 per month (consolidated) plus Travelling Allowance (TA)
Place of Posting	Varanasi city, Uttar Pradesh — covering all 20 project settlements
Nature of Engagement	Full time. Contractual appointment for one year, renewable annually on the basis of performance and continuation of the project.
Reporting To	Director / Programme Manager of the project
Team Supervised	8 Field Animators (Educators)

KEY RESPONSIBILITIES

- Plan, coordinate and supervise the day-to-day implementation of all project activities across the 20 slum settlements.
- Lead, guide and monitor the team of 8 Field Animators — conduct the daily morning review call, allot weekly work plans and hold monthly team meetings.
- Maintain regular liaison with schools, teachers, parent-teacher associations, community leaders, government departments and other public institutions.
- Oversee the survey and identification of out-of-school, dropout and child-labour children, and ensure their admission into formal schools, including support with birth certificates, Aadhaar and other documentation.
- Establish, supervise and quality-check the evening coaching centres; ensure that teaching follows the school syllabus and that learning outcomes improve.
- Undertake monthly field supervision visits, school visits and family visits in every settlement.
- Maintain and supervise the project MIS — beneficiary profiles, attendance registers, school monitoring records, school fee and material distribution records.
- Compile daily field observations and prepare consolidated monthly, quarterly and annual narrative reports, case studies and photo documentation.
- Organise parents' meetings, bi-monthly community meetings, awareness campaigns, youth club activities, children's programmes and exposure visits.
- Support budget tracking, procurement and distribution of school materials (uniforms, books, cycles, fees), and coordinate baseline surveys, annual reviews and external evaluation.

QUALIFICATIONS, EXPERIENCE AND SKILLS

- Graduate or Post-graduate in Social Work (MSW preferred), Sociology, Education, or Rural / Urban Development.
- Minimum 3-5 years of field experience in community development or education programmes; experience of working in urban slum communities will be a distinct advantage.
- Demonstrated ability to lead and motivate a field team, plan work systematically and achieve targets.
- Fluency in Hindi (spoken and written); working knowledge of English sufficient for report writing.
- Computer proficiency — MS Word, MS Excel, data entry, MIS handling and preparation of reports.
- Possession of a two-wheeler with a valid driving licence, and willingness to travel within the city on a daily basis.
- Commitment to work with marginalised communities, including in the evening hours and occasionally on weekends.

HOW TO APPLY

Interested candidates may email their **curriculum vitae along with a covering letter, a recent photograph and a contact number** to vpproslum@gmail.com, clearly mentioning "*Application — Project Coordinator*" in the subject line. **Last date for receipt of applications: 26 August 2026.** For any queries, please contact: vpproslum@gmail.com. Only shortlisted candidates will be contacted for a personal interview at Varanasi. Selected candidates should be able to join at the earliest.

The Varanasi Province of the Indian Missionary Society is an equal-opportunity employer. Applications from all eligible candidates are welcome, irrespective of caste, community or gender.