### REGIONAL PROJECT OFFICER
**NWM-TISS WATER PROJECT**

<table>
<thead>
<tr>
<th>Name of the Position</th>
<th>Regional Project Officer</th>
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<tbody>
<tr>
<td><strong>POSITION CODE</strong></td>
<td>RPO-SOUTH or RPO-NORTH or RPO-EAST or RPO-WEST or RPO-NORTHEAST</td>
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<td><strong>No. of Positions</strong></td>
<td>05</td>
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<td><strong>Five Regional Locations</strong></td>
<td>South, North, East, West and North East</td>
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<tr>
<td><strong>Duration</strong></td>
<td>10 Months (extendable)</td>
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<td><strong>Total Salary</strong></td>
<td>Rs 30,000 to 40,000/- per month</td>
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**About the Position:**
As **Regional Project Officer**, you will work from a designated regional location as part of the team to translate/ animate proposed project strategies into action. Responsible to liaise with regional Lead and Field NGOs and other stakeholders, you will facilitate time bound and smooth execution of the project at the regional level. You will report to the **Project Manager**.

**General Description:**
Responsible for the smooth execution of project activities in the designated region. Develop a framework and strategy to engage with stakeholders in identifying commonalities, plan regional events and activities in setting out actions towards medium and long-term outcomes and impact necessary for sustainable development of the region. Collaborate with stakeholders, facilitate regional training and capacity development activities, campaigns, assess, and monitor effectiveness of other field-based output level activities. Time tracking regional water related issues, document project activities, synthesise information for regional organisations learnings to bring alignment in delivering regional outcomes. Representing the project in regional forums and engage with stakeholders to move the agenda of river basin approach to water management. Increase the scope of the project at regional level by leveraging all forms of partnerships towards, ‘Goal-II: Promotion of citizen and state action for water conservation, augmentation and preservation’, of the National Water Mission. The above description reflects the general overview of the profile, and does not necessarily include all the details of the work requirements inherent in the position, which will emerge as the project progresses.

**Essential Role and Functions:**
- Ensure smooth functioning of regional level activities of the NWM-TISS Water Project, and represent the project in regional forums and move the agenda of river basin approach to water management and sustainable regional development.
• Take part in the empanelment process and facilitate identification of partner organisations such as LEAD and FIELD NGOs in the respective regions.

• Cultivate working relations with partner organisations and stakeholders, communicate succinctly the objectives, purpose, tasks, roles, and responsibilities while planning events at the regional level, to align with outcome of the project and gear them to deliver results and keep track of project calendar and milestones.

• Prepare budget statements, raise requisition and manage finances for regional events, facilitate flow of essential information among team members, partner organisations and other stakeholders in a transparent manner.

• Operationalise regional events in collaboration with partner organisations and other stakeholders, develop relevant information for the same, including agenda, meeting minutes and facilitate process documentation of the same.

• Take lead and coordinate with project team to ensure smooth completion of training and capacity building activities including identifying suitable resource persons; oversee implementation of field activities and monitor the progress.

• Liaise regionally with a variety of organisations; cultivate working relationships, including visits, attending workshops and conferences to share the projects vision and objectives and network for leveraging all forms of partnerships and new collaborations in line with the overall project strategy.

• Work as part of the team in aligning regional river basin management plans; prepare guidelines based on regionally specific indicators of outputs, outcomes and impacts, including processing of proposals from partner organisations, preliminary screening, guide them to ensure funding requests are in-line with the necessary regional focus.

• Perform other duties as may be assigned by senior management, for the development of the regional network of organisations.

Qualifications and Experience:
Masters in Social Work, Human Resource Development, Business or Public Administration, Environmental Studies, Agricultural Extension, Rural Development or any other related fields. Persons with other education qualification could be considered based on relevant experience in the field of water resources and project implementation.

A total of 3-4 years, including at least 2 years of hands on experience in engaging with community in the field of - community development, public health and social services, environmental management, rural development or any other social sector. Experience in water resource management, groundwater, or watershed planning will be an advantage.