



District Field Coordinator (Preferred Local Candidate)

- **Vacancy for:** 1
- **Posted on:** July 1, 2017
- **Deadline:** July 21, 2017, midnight

Education Background:

- Minimum Bachelors' degree in any field with 1 year of experience in similar capacity

Job Specification:

- 2 months of contract duration with provision of 1 month extension
- Candidates must possess two wheeler vehicle (with valid license)
- Candidates must be flexible in field visits

Duties and Responsibilities:

- To undertake duties as assigned by the project team and support in the implementation and deliverance of project
- Field visits and coordination with deployed field staffs; handling their queries, regular monitoring of their work status/progress and reporting it to the project team
- Handling any field based issues and resolve in coordination with project team
- Handling Petty Cash Fund and settlement of miscellaneous expenses of project as per the prescribed financial criteria and procedures
- Facilitating training as and when required in district and coordinate with different stakeholders of the project
- Proper documentation and submission of field report to project team, at least twice in a week

Other:

- Candidate who can immediately join are requested to apply

Applying Procedure

Apply Link : <https://merojob.com/district-field-coordinator-preferred-local-candidate/>

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