

Job Description- Landscape Project Coordinator

Position: Landscape Project Coordinator

Vacancy: 4 (Four, one in each taluka)

Mode: On-site

Type of Employment: Contract

Location: District Ratnagiri (Taluka Rajapur, Guhagar, Dapoli, Ratnagiri)

Remuneration: ₹28350/- per month + Travel.

About the Organisation:

Centre for Aquatic Livelihood Jaljeevika is a nationally recognised nonprofit organisation committed to strengthening aquatic livelihoods, promoting ecological restoration, and creating inclusive rural economies. Established with the vision of mainstreaming aquatic-based livelihoods into the development discourse, Jaljeevika has worked for over a decade with rural and coastal communities across ponds, rivers, wetlands, and marine ecosystems. What began as a fisheries-focused initiative has grown into a holistic development institution that addresses the interconnected challenges of livelihoods, food security, and environmental sustainability. The organisation also actively supports coastal communities by promoting climate-adaptive practices and diversified marine farming models, reaching some of India's most climate-vulnerable regions—from flood-prone wetlands in Bihar to saline coastal belts in Maharashtra. Jaljeevika's strength lies in combining grassroots mobilisation with technical expertise and institutional innovation, integrating ecosystem restoration with enterprise promotion to achieve both ecological and economic returns. Central to its mission is social equity, with a focus on engaging women, youth, Scheduled Castes and Tribes, and landless households in planning and benefit-sharing, while fostering women-led enterprises and youth entrepreneurship.

As Jaljeevika expands, it continues to reimagine rural economies through nature-based, community-driven, and economically viable solutions — aligning local action with national priorities and global commitments to contribute meaningfully to India's sustainable development and blue economy agenda.

Position Overview:

The 'Landscape Project Coordinator' will be placed at the block (landscape) level to lead our project interventions. The coordinator must have all-around work experience, with demonstrated ability to handle multiple tasks, build strong community relationships, and ensure the smooth implementation of activities/interventions. The person will be responsible for mobilising communities and coordinating with field staff to ensure the success of project initiatives.

Key Responsibilities:

- **Project implementation:** Oversee the implementation of projects across potential project villages, ensuring their timely implementation vis-à-vis district-level targets.
- **Community Engagement:** Work with local communities, leaders, government officials and line departments to encourage participation and support for the projects.
- **Team Supervision:** Guide and support field staff, volunteers, and Community Resource Persons (CRPs) in their day-to-day activities.
- **Monitoring & Reporting:** Track the progress of each intervention, gather primary and secondary data, and submit reports to the team lead, DCA/DCO.
- **Mangrove Co-Management Committee (MCMC) registration and banking:** Liaison with the office of the Charity Commissioner at the district level for submitting village-level MCMC files, following up with key officials and obtaining final approvals. Coordinate with MCMC Secretaries/SMS/CRPs from assigned villages to ensure timely bank account opening and a smooth flow in implementing project activities.
- **Capacity Building:** Organise training and awareness sessions for community members, team members, and local stakeholders.
- **Knowledge/experience in bringing constructive collaboration through convergence between ongoing/proposed government schemes at the centre/state/district levels is desirable.**
- **Stakeholder Coordination:** Work closely with Taluka-level line department officials, NGOs, and other partners to ensure proper use of resources and enhanced collaboration.
- **General Administration:** Help with logistics, planning, and administration to ensure the smooth functioning of project activities daily.

Qualifications and Experience:

- Relevant work experience of a minimum of 2 years and a postgraduate degree in Social Work, or work experience of 4+ years with an undergraduate degree from a recognised institute/university in the same field.
- Demonstrated work experience working with Government Agencies/NGOs/International Development Organisations in social mobilisation, institution and capacity building.
- Experience in bringing constructive collaboration through convergence between ongoing/proposed government schemes at the state and district level.
- Candidates applying for field-related positions must possess a two-wheeler and a valid driving license.

Type of Employment: This position is purely contractual. The appointment will be made on a contract basis, and the duration of employment will be subject to the tenure and continuity of the project.

Note: Please note that Jaljeevika strictly follows the qualification and experience criteria prescribed by UNDP India for this position. Applications from candidates who do not meet the

specified requirements will not be considered, and such applications may be rejected without further communication. Only shortlisted candidates will be contacted

Remuneration: ₹28350/- per month + Travel.

The consolidated remuneration will be ₹28350/- per month, subject to applicable TDS and professional tax deductions, with an additional payment of ₹2,000 per month for mileage mobility expenses. To claim travel expenses, the candidate must submit an activity report and detailed travel information; payment will be made only after these documents are produced and verified.

Application Process: Kindly read the job description and qualification related information carefully. Interested candidates who meet the prescribed eligibility criteria, qualifications, and relevant experience are invited to apply only by submitting the [Google Form](#).

Last Date of application: 2 August 2026