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| **Designation:** | State Project Coordinator - Gujarat |
| **Job Department:** | NOP |
| **Years of Experience:** | 8-12 Years |
| **Qualification:** | MBA/MHA |
| **Job Location:** | Ahmedabad |

**ROLE DESCRIPTION:**

This is a state-level leadership role for the Gujarat state. The State Coordinator will oversee and manage all stakeholders’ & programmatic & linked activities along with the Programme budget management in the state as part of the CanKids’ State CCC Project. This will include implementation of the agreed-upon MOU/Agreements with the State Government, Donors and other partners towards Access2Care for Childhood cancer in Gujarat.

**DEPARTMENT DESCRIPTION:**

The National Outreach Program (NOP) of Cankids aims to facilitate access to quality pediatric cancer treatment, care and support to children with cancer and their families anywhere in India, partnering with other NGOs, Cancer Centers, Corporate CSR and Foundations in India and overseas- with a goal to make a significant change for childhood cancer in India.

**COMPETENCIES/ SKILL SET:**

Demonstrated Leadership acumen with strong conceptual knowledge of social/developmental work, Innovation & solution orientation, good inter- personal /communication skills, disciplined and committed with professional ability, high-class program management in development sector/comparable in corporate sector, good-networking skills & experience in coordinating with government agencies/departments.

**KEY RESULT AREAS:**

1. Managing and delivering with regards to entire set of Programme objectives for the state.
2. Effectively Leading the team in the state including Capacity-building activities.
3. Achieving objectives as agreed with MoU partners.
4. Achieving Program MIS, Reporting and related aspects for the State.
5. Leveraging sectoral resources for expansion of service reach to children affected with cancer.
6. Coordinating towards the RMEL activities in the state in consultation with the HQs team.

**DUTIES AND RESPONSIBILITIES:**

1. To Lead as well as provide need-based support in steering the Change for childhood Cancer (CCC) Projects and Home Away from Home (HAH) in the state.
2. Towards above, devise and implement the approved annual plan and the linked budget for the state.
3. Organize implementation and management of key decisions, policies and actions agreed for the states including leadership/supervisory/administrative functions in capacity as the in-charge of the SCCC in the state.
4. To lead and provide need-based support in securing various approvals from the state government and various state, local bodies and other authorities.
5. Organize Capacity-building (proactive & reactive) initiatives and programs for the state.
6. Ensure quality of care and YANA being provided at the CHSUs – and flag issues in this regard to the Head of Department (HOD).
7. Maintain MIS Dashboard for various activities across the region and analyze and use Salesforce data system; coordinate towards the Research, Monitoring, Evaluation & Impact Assessment elements in the CK programs. Ensuring timely submission of reports to the management.
8. Network with the donors and CSR partners and provide coordination/leads towards resource mobilization for the CCC Project in the state.
9. Assist in implementation of MOUs in deed and spirit with the Sates’ Health, Medical & Medical education departments/NHM/treating centre or other stakeholders.
10. Network in the community – for fundraising, community participation and volunteering, awareness and advocacy.
11. Lead and guide the Project managers, Social Workers regarding attendance, reports, medical requirements, TSP support and distribution of snacks and other day to day issues in offering Cankids services.
12. Any other as entrusted by the management and as mutually agreeable.

**Additional Duties:**

This job description in no way states or implies that these are the only duties to be performed. You will be expected to follow any other job-related instructions and to perform other job-related duties as requested by your supervisor.