

JOB DESCRIPTION

Designation	Additional Programme Coordinator – Administration
Programme	Organisation Development
Location	Kotagiri (preferred)
Start Date	01 June 2024

Organisational Background:

Since 1993, the Keystone Foundation has been working in the Nilgiri Biosphere Reserve (NBR) with indigenous communities on improving their lives, and livelihoods, and maintaining their unique cultures. Keystone’s approach is defined by “eco-development:” the principle that development can happen in harmony with both the needs of people and the land they live on in mind. Through a holistic approach towards livelihoods, conservation, and enterprise, Keystone maintains the principles of ecodevelopment as we aim to support and empower indigenous groups to realize a better future, for many generations to come. Over time our work has expanded to other geographic landscapes, working with communities (indigenous and non-indigenous) who face extreme vulnerabilities and marginalization. We group our work into various thematic areas, such as Biodiversity Conservation, Climate Change Community Wellbeing, Networks and Alliances, Organisation Development, People and Nature Collectives, and Water & Sanitation.

Scope:

The scope of the position in Administration demands a multifaceted skill set. Proficiency in computer operations and digital tools is essential, along with strong communication skills in English, Tamil, and other languages. The role entails assisting the Senior Programme Coordinator across various administrative functions, including personnel management, human resources, legal compliances, labour and tax department interactions, government liaison, and coordination with senior teams and thematic groups to address their requirements.

Role:

The Additional Programme Coordinator in the Organisation Development programme is responsible for working closely with the Senior Programme Coordinator, offering crucial support across various administrative functions, ensuring compliance, facilitating communication, and enabling coordination among teams and thematic groups. Expected to play a key role in maintaining stock registers, administrative budgets, managing contracts, agreements, and statutory requirements, contributing to the programme's financial transparency and efficiency.

Responsibilities:

- Adherence to Administration policy guidelines.
- Utilisation of HR software and record keeping and preparation of related human resources matters for administrative purposes.
- Liaising with Government offices as necessary.
- Ensuring timely follow-up on rental agreements and related matters.
- Engaging with staff for ongoing support and coordination.
- Management of canteen inventory and maintaining records of hostel entries.
- Facilitating coordination with the Accounts team, and other components of the Organisation Development Programme.
- Conducting quarterly reconciliations with service providers, vendors and dealers.
- Performing quarterly stock audits, and assisting in maintaining accurate fixed asset registers.
- Oversight of budgetary considerations and collaboration with the accounts department.
- any other assigned duties as required.

Desired Qualifications, Skills, and Experiences:

- Masters in Business Administration in H R or Masters in any other relevant discipline.
- Advanced proficiency in computer skills, and management tools.
- Minimum 3 to 4 years of hands-on experience in NGO Administration and Human Resources.
- Proficient knowledge of pertinent laws.
- Working knowledge of financial and accounting processes (desired)

Language proficiency:

- Communicate well in English (Reading, Writing and Speaking)
- Other languages (desired)

Remuneration:

- Commensurate with market rates and applicable allowances and benefits per organisation policies.

How to apply:

Please send us a detailed CV (filename: 'your name_CV') and a one-page cover letter (filename: 'your name_CL') explaining why you would like to work with us, and how you are suited to it (maximum: 500 words). Include the names and contact email addresses of three referees in your cover letter. Please email these documents to sara@keystone-foundation.org with the subject line “*Application: Additional Programme Coordinator – Administration*”. Please apply before **10 May 2024**; Shortlisting for this position will take place as applications are received. We therefore reserve the right to close this vacancy once a suitable applicant has been appointed. Please note that only shortlisted candidates will be contacted.