


Job ID: 271442

Project Coordinator

Integrated Development Foundation (IDF)

Location: Gaya/Bokaro, Bihar, Jharkhand

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 Apply by: 31 Jul 2025

Relevant Sectors

Agriculture, Livelihoods, Microfinance, Rural, Urban

Capacity Building, Training, Advocacy

Environment, Climate, Energy, Water, Sanitation

Project Coordinator (2) Gaya/Bokaro

Integrated Development Foundation (IDF), a professionally managed development organization operating in the states of Bihar and Jharkhand, has been working for the empowerment of deprived communities from the last two and a half decades. Thematic Focus of the organisation include Livelihood Protection & Enhancement, Adolescent issues and their Wellness, Water & Sanitation, Child Protection care & development, Quality Education, NRM and Health & Nutrition. Gender and Inclusion have been integral to all our development efforts and thematic interventions. For more information about IDF visit www.idfngo.org

IDF is looking for a competent person for the position of project Coordinator, (under HG Foundation-supported Integrated CSR programs) who can lead field operations and ensure execution of activities as per the project plan. The person should have experience in working Thematic domains of livelihood, education, WASH or any community led development projects. Experience of working in CSR Project would be an added advantage.

Job Responsibilities

- Planning, implementing and managing the project in line with its core objectives, expected results, defined activities and targets.
- Support project team/ participate in conducting field level activities, infrastructure development, training and stakeholders' management.
- Coordinate with the field team and providing support to them in execution of project activities
- Track progress and report updates to the Program Manager and stakeholders.
- Serve as a liaison between team members, departments, and external stakeholders
- Develop and maintain the data base essential for the project and document the evidences from the field
- Provide regular project updates, prepare periodic progress reports, and present findings to relevant audiences, ensuring transparency and accountability

Key Attributes:

- Working knowledge of English, Hindi and regional languages of Bihar & Jharkhand
- Strong organisational and multitasking skills
- Understanding of project management principles
- Ability to complete the tasks as per the timeline and work
- Team Collaboration and problem-solving skills

Interested candidates can send a Cover Letter and their detailed CV (must contain, present & permanent address, DOB, work experience, sectoral expertise and recent personal status) to Email ID: idfapply@gmail.com latest **by 31st of July 2025**. Please mention your "Name and Place (from you belongs to) along with the position applied for **Project Coordinator District** the Subject matter of your email. (Like: Manish Kumar from Nalanda, PC for Bokaro district).

Job Email ID:

[idfapply\(at\)gmail.com](mailto:idfapply(at)gmail.com)

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