

Job Title: Project Coordinator – Livelihoods

Location: Pandavapura, Melukote Constituency, Karnataka

Reports To: Project Manager, SELCO Foundation

Type: Employment, Full-time

About Puttannaiah Foundation

At Puttannaiah Foundation, we are committed to transforming rural communities and empowering farmers to build sustainable and prosperous livelihoods. Guided by principles of equity, sustainability, and innovation, we envision a future where every farmer thrives and contributes to resilient rural ecosystems. Our mission is to address the multifaceted challenges faced by farmers and rural households through targeted initiatives. With a focus on economic empowerment, education, infrastructure development, sustainable practices and we aim to create lasting, positive change in Karnataka's agricultural sector.

About SELCO Foundation

SELCO Foundation was established in 2010 as a not-for-profit organization with the vision of leveraging clean energy solutions to drive social, economic, and environmental sustainability for underserved communities. Rooted in the belief that renewable energy if deployed through a demand driven, systems lens can be critical enabler for poverty alleviation and overall wellbeing, the Foundation works to integrate efficient use of sustainable energy into key development sectors like livelihoods and healthcare. SELCO Foundation believes that the purpose of innovation needs to be led by people and planet imperatives combined. This requires enabling ecosystem for local ownership, development, adoption, and sustenance of sustainable energy innovations. To do so, addressing key ecosystem aspects like– supply chain of efficient technologies, affordable end-user financing, local entrepreneur and enterprise development, and practitioner-driven policies becomes imperative to sustain long term changemaking.

Job Summary:

The Project Coordinator – Livelihoods, will assist and support in the planning, implementation of climate smart solutions for livelihoods in Pandavapura, Melukote Constituency, Karnataka, and monitoring of projects aimed at promoting climate resilience, sustainability, and environmental conservation. This role involves working supporting the team to closely with communities, government agencies and stakeholders to design and execute impactful climate adaptation and mitigation initiatives.

Key Responsibilities:

- Carrying out and executing project plans, objectives, and timelines for climate-smart initiatives.
- Coordinate field activities
- Establish and maintain strong relationships with local communities, government agencies, and other key stakeholders.
- Regularly document progress, prepare reports, and ensure compliance with donor requirements.
- Conduct field visits to monitor project implementation and identify areas for improvement.
- Oversee procurement processes and ensure transparency and accountability.
- Organize training sessions and capacity-building programs for local communities and stakeholders.
- Assist in managing project budgets and ensuring the efficient use of resources.
- Support procurement processes and maintain accountability in financial documentation.
- Organize training sessions and capacity-building programs for local communities and stakeholders.
- Support advocacy efforts for policies and practices that promote climate-smart solutions.

Key requirements:

- Bachelor's degree in Social Work, Agriculture, Environmental Science, Climate Change, Natural Resource Management, Development Studies, or a related field.
- Minimum of 2-3 years of experience in project coordination
- Strong understanding of climate-smart agriculture, renewable energy, sustainable livelihoods, and community-based resilience initiatives is preferred
- Experience in donor-funded project management, including budgeting and reporting.
- Excellent communication, leadership, and stakeholder engagement skills.
- Ability to work in diverse environments and travel to project sites as needed.

To apply please send in your CV to careers@puttannaiah.org with "Application for Project Coordinator" as a subject line.