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# **Job Description - Senior Coordinator, Jan Sahas Government Relations, Telangana Unorganised Workers Welfare Board**

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| Hiring for | Senior Coordinator, Jan Sahas Government Relations, Telangana Unorganised Workers Welfare Board |
| Report to | Director, Government Relations |
| Location | Telangana |
| Travel | Yes |
| Annual CTC | Commensurate based on experience |
| Apply by | Immediate |
| For queries write to | [careers@jansahasindia.org](mailto:careers@jansahasindia.org), [madhav.r@jansahasindia.org](mailto:madhav.r@jansahasindia.org) |

## About Jan Sahas

About the organization Jan Sahas, established in the year 2000, is a not for profit grassroots organization committed to promote the development and protect the rights of socially excluded communities with the special focus on girls and women through eradication of all forms of bondage including manual scavenging and caste-based prostitution; empowerment of adolescent girls and women to end violence and gender justice, skill development for dignified livelihoods and social entrepreneurship; legal aid for access to justice and reform in the criminal justice system; land and agriculture development; develop barefoot lawyers to build victim or survivors as leader and empowerment of communities through capacity and organization building. With our national office in New Delhi. We are currently working in ~100 districts of 13 states in India. To know more please visit at: <https://jansahas.org>

# **Position** **Summary**:

The Coordinator, Government Relations will manage Jan Sahas’ engagement with the Telangana Unorganised Workers Welfare Board by being seconded into the Board. They will support the department in analysing and designing policies, understanding of on-ground learnings, coordination of stakeholders (government and non-government) while representing Jan Sahas’ theory of change.

# **Key Responsibilities:**

Stakeholder Management and Relationship Building:

* Participate in programs that focus on solving issues pertaining to the delivery of government schemes and services in Telangana, including engaging and working with officials from the Board.
* Establish a consistent communication network with policy makers.
* Plan, conduct, and facilitate policy consultation meetings with State bureaucrats, partners, civil society leaders, and additional policymakers to identify existing gaps in the delivery system and suggest relevant solutions for the same.
* Maintain strong communication channels with all relevant partners and stakeholders within Jan Sahas and externally.
* Engage with potential partners and represent the organisation at various platforms, whenever required.

Policy and Data Analysis:

* Preparation of policy briefs and policy analysis reports for the Board as per mutually decided timelines.
* Developing proposals, project charters, policy memos, Gantt charts, project activities, program trackers and other documents as may be required by the Board.
* Keep a track of systemic changes and design initiatives which may fix the gaps in policy making processes.
* Analyse, visualise and interpret data to contribute technical program design, implementation and monitoring.

Eligibility Criteria:

* Masters in subjects like Public Policy, Development Studies, Economics, Rural Development, Demography/Population Studies, Social Science etc.
* At least 3-4 years of work experience. Preference will be given to those with prior working experience in projects related to migration, labour laws, social security, food security, poverty, etc., demonstrating knowledge about migration of labourers, availability of different kinds of social security schemes, worker protection mechanisms, and familiarity with government policies and data sets on the above.
* At least 1 year of work experience directly working with Government department/s and experience interacting with senior bureaucrats.
* Candidates with excellent communication skills, team management skills, project management skills, data analysis and the ability to draft proposals and develop project reports etc will be given priority.

**Language Requirements:**

* Proficiency in spoken and written English is required.
* Candidates with good knowledge of both oral and written Telugu language will be preferred.

## Compensation and benefits

We offer competitive compensation and benefits package.

Annual CTC:. Commensurate with experience, skills etc.

Benefits:

* Health Insurance
* Term-life Insurance
* A total of 25 days of annual, casual and sick leave. Additional 6 days of menstrual leave
* Maternity leave (as per law), paternity leave
* Employee Assistance Program / mental health support

## Application Process

Interested applicants can email careers@jansahasindia.org with the subject “Senior Coordinator, Jan Sahas Government Relations, Telangana”. Applicants must attach their CV and cover letter addressing their interest in the role to be considered eligible. The full process includes 1 assignment and 3-5 interviews with leaders in the organization.