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Job ID: 298735



District Coordinator

Adventist Development and Relief Agency India
(ADRA India)

Location: Lunglei, Mizoram

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📅 Apply by: 12 Aug 2026

Relevant Sectors

Capacity Building, Training, Advocacy

Health, Doctors, Nurses, HIV/AIDS, Nutrition

Monitoring, Evaluation, Policy, Research

JOB DESCRIPTION

The Adventist Development and Relief Agency (ADRA) India, is an independent humanitarian and development agency, engaging in sustainable development and disaster response programs for

economically deprived and socially marginalized people in India. ADRA India is a part of the ADRA global network (www.adra.org), of humanitarian and development organisation. ADRA's nine global impact areas include Livelihood, agriculture, Child welfare, Water, Sanitation & Hygiene, Community Health, Disaster Response, Economic Growth, Hunger & Nutrition, Social Justice and Gender Equity. ADRA India has developed its expertise within this framework under the thematic areas of humanitarian response and protection, empowered communities, health and nutrition, and their various subsectors and country-specific approaches.

Position: District Coordinator

Reports to: M&E Coordinator

Location: Lunglei, Mizoram

Job Purpose:

ADRA India is looking for a highly motivated candidate having a strong background in the public health sector to provide strategic and technical support in implementing the Intensified Malaria Elimination Project -3 (IMEP-3) across 4 districts in Mizoram, under the GFTAM (Global Fund for Tuberculosis, AIDS and Malaria). ADRA will assist National Centre for Vector Borne Disease Control (NCVBDC), to implement the project in Mizoram from January 2024 to 2027. The project will strengthen the malaria intervention, strengthening of surveillance, IHIP strengthening, expensive monitoring in the high endemic districts of Lungeli, Lawngtlai, Mamit and Saiha. The district coordinator will work very closely with the M&E Coordinator and the District Program Officer (VBD) and the Malaria Division team in Lungeli, Lawngtlai, Mamit and Saiha. The position will be responsible to coordinate with the M&E Coordinator, DEO, Cluster Coordinator, Community Coordinator and CHVs. The District Coordinator will be responsible for completing the deliverables as per timeline and for mitigating any risk and challenge that may arise.

He/she shall closely work with cross-functional teams from the ADRA India Country office/ M&E Coordinator for technical guidance, program updates and reporting purposes.

Major Responsibilities:**1. Assessment**

- The District coordinator may be assigned duties by the M&E Coordinator, which are congruent to the project as or when necessary.
- Support the ADRA field office in the effective and efficient functioning of its operations in the assigned districts.
- Support a positive team environment and maximize the team potential.
- Ensure ADRA India policies and procedures are upheld.
- Support a learning culture through reflection sessions, research and dissemination of materials among the project team regarding the technical areas and the objectives of the project.
- Conduct periodic assessments of Malaria intervention activities at the district level and identify gaps in program implementation.
- Lead community-based risk assessment to inform local intervention strategies, especially in high-risk zones.

2. Programme Design

- Develop district-specific operational plans that align with state and national malaria elimination strategies.
- Contribute to formulation of detailed implementation plan of each district in coordination with various stakeholders (District Vector Borne Disease Control Programmes (VBDCP), relevant others).
- Liaise for programmatic, pharmaceutical and health product management, and financial management of project in the Sub Recipient (SR)'s geographic cluster in the district.
- In coordination with District VBDCP and relevant others ensure timely execution of the project training activities according to plan.
- Incorporate adaptive learning mechanisms by integrating feedback from field operations into ongoing plans.
- Undertake field visits to review and resolve project implementation issues and ensure quality service delivery.
- Oversee supply chain management and anti-malarial medicines with special emphasis on inventory management and distribution from point of receipt to the service delivery points (SDPs) i.e. village level. Coordinate with the District VBDCP.
- Guide, oversee Behaviour Change Communication (BCC) and community mobilization activities and encourage participatory approaches, innovation.

- Establish and consolidate M&E/ MIS systems per plan and ensure timely and quality reporting/ recording/ tracking including monthly integration of programme data at identified VBDCP reporting units. Oversee and guide streamlining of reporting/recording/tracking.
- Support preparation of synthesis of lessons learnt and best practices in project management and knowledge building and knowledge sharing across stakeholders.
- Conduct review and planning meeting within District Project Management Unit (DPMU)/with Field Supervisors monthly.
- Participate in review and planning meeting of the District VBDCP monthly.
- Facilitate project review, evaluation, and research, as undertaken by VBDCPs, other technical institutions, as necessary.
- Contribute to preparation of project newsletter, Annual Reports, advocacy/information products. Be the advocate of the malaria programme on behalf of SR and PR.
- Review and consolidate monthly and quarterly project report (programme) for timely submission to the Regional PMU.
- Contribute to efficient finance management and reporting, adherence to guidelines, requirement in coordination with the finance personnel of project/organization.

3. Information and Co-ordination

- establish and maintain partnerships with local NGOs, community-based organizations, and other stakeholders for collaborative malaria control efforts.
- Liaise with district-level administrative authorities to ensure policy and operational alignment.
- Provide regular updates (verbally and in writing) to the M&E Coordinator and the rest of the team on progress, priorities and constraints.
- Represent ADRA India to government and non-governmental groups as appropriate (technical meetings, etc) at district level
- Support the M&E Coordinator for risk mitigation during implementation of the project.

4. Monitoring, Evaluation, and Reporting:

- Provide inputs in designing and developing appropriate monitoring and evaluation tools and formats for measuring the quantitative outputs and qualitative impact/outcome of the project's as outlined in the proposal and log frame.

- Supporting the project team to adapt the M&E tools and formats for tracking the progress of the activities for which they have been assigned by the project.
- Support M&E Coordinator in developing reports and proposals as per the project needs.
- Review monthly progress report and submit to M&E Coordinator with comments.
- Lead capacity-building workshops for cluster coordinators and data entry operators on monitoring and evaluation tools.
- Establish accountability mechanisms to ensure the accuracy and reliability of district-level reports submitted to the M&E Coordinator.

5. Capacity Building:

- Organise periodic training for Community Health Volunteers, block coordinators, and other field-level staff on Malaria elimination strategies and data recording.
- Provide mentorship to field staff to foster leadership and problem-solving skills withing the team.

Perform other duties as assigned by the supervisors.

Key Competencies**Strategic Leadership**

- Ability to lead team and manage complex project.
- Demonstrated capability to align district-level goals with state and national strategies.

Relating and Networking

Establishes good relationships with individuals both internally and externally; relates well to people at all levels; builds wide and effective networks of contacts.

Presenting and Communicating

Speaks clearly and fluently; expresses opinions, information, and key points of an argument clearly.

Planning and Organizing

Sets clearly defined objectives; plans activities and projects well in advance and takes account of possible changing circumstances; identifies and organizes resources needed to accomplish tasks; manages

time effectively; monitors performance against deadlines and milestones.

Compliance Expectations

The employee is expected, as a minimum requirement, to be familiar with:

- ADRA INDIA HR Manual
- ADRA INDIA Finance Manual
- ADRA INDIA Safety and Security Plan
- ADRA INDIA Code of Ethics
- ADRA INDIA Safeguarding Policies
- ADRA INDIA PROGRAMS and M&E policies
- ADRA INDIA Communications policies

Qualifications:

- Bachelor's degree in public health, Health Administration, Social Sciences, or a related field.
- At least 3 years of experience in development projects, preferably those being implemented/managed by civil society in public health domain (experience in control of malaria and or other vector borne/communicable diseases and familiarity with GFATM project operations, preferably in multi-point implementation environment would be added advantages)
- Ability to effectively coordinate with State Health Departments
- Demonstrated ability to lead and manage large-scale health projects.
- Strong analytical, organizational, and problem-solving skills.
- Excellent communication and interpersonal skills.
- Proficiency in project management software and tools.
- Familiarity with state and national health systems and policies.

Preferred Skills:

- Experience working in vector borne/ communicable disease
- Include hands-on experience with GFATM (Global Fund to Fight AIDS, Tuberculosis, and Malaria) project operations._

Safeguarding Commitment:

At ADRA, we are committed to Safeguarding and Protection of the communities, staff and other people we work with. We will do everything possible to ensure that only those who can promote a working environment free from abuse or harm to anyone that works with or comes into contact with ADRA India are recruited. This post is subjected

to a range of vetting checks, including a criminal records disclosure. Background and Reference checks will be conducted, and ethics is part of the regular performance appraisals.

UN'S Protection from Sexual Exploitation and Abuse

The term "sexual exploitation" means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. Similarly, the term "sexual abuse" means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions.

As a partner ADRA's standards are aligned with the United Nations Protocol On Allegations Of Sexual Exploitation And Abuse and relevant international standards, including the IASC (Inter-Agency Standing Committee) Minimum Operating Standards for PSEA (MOS-PSEA) and the Core Humanitarian Standard on Quality and Accountability (CHS). (ST/SGB/2003/13, 2003)

Background and Reference check

ADRA India will carry out a comprehensive background and reference check. This will encompass an evaluation of the individual's professional conduct, safeguarding practices, and overall work ethics

How to apply?

Please apply electronically, quoting the **job title** on the subject line, and attaching a covering letter (**include your last salary drawn**) and your CV (with at least two contactable references) to Email Address: - careers@adraindia.org by **12th August 2026** Only short-listed applicants will be contacted. Incomplete applications will not be considered for review.

ADRA India is a tobacco and alcohol-free organization. A competitive package is available for the right candidate. **Women candidates are encouraged to apply.**

Position Budget: INR 40,000/- CTC per month. Applications are invited only from candidates who are willing to accept the budgeted

salary

Job Email ID:

[careers\(at\)adraindia.org](mailto:careers(at)adraindia.org)

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