



## **Job Description**

<b><u>Job title:</u></b>	<b>Campaign Coordinator – Decent Work and Dignity for Sanitation Workers in South Asia</b>
<b><u>Team/Office:</u></b>	PSI Sub-Regional Office for South Office, preferably based in Chennai or Kathmandu.
<b><u>Travel Requirements:</u></b>	International travel, mainly within the sub-region

### **Overall responsibilities:**

The Campaign Coordinator will be responsible for implementation of the PSI strategy to secure decent work and dignity for sanitation workers in South Asia by organising the workforce.

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### **Tasks will include but not be limited to:**

#### **1. Project Management & Coordination**

- Develop an organising strategy and coordinate organisers in targeted South Asian countries.
- Coordinate capacity building activities adapted to national situation and the needs of the unions.
- Coordinate research in the sub region including developing concept note, identifying researchers and appropriate research methods, developing research summaries for unions.
- Develop and implement a monitoring, learning and evaluation strategy, tools, methodologies, and activities.
- Coordinate advocacy meetings with policy makers together with appropriate unions and allies.
- Ensuring all deliverables of the project, including narrative reporting, and tracking indicators are provided in a timely manner.

#### **2. Finance and Administration**

- Oversee project funds and maintain required project administration in compliance with PSI and sponsors' rules.
- Prepare the financial reports of the project.

#### **3. Communication and Representation**

- Prepare internal and external communication relating to the programme.
- Prepare reports for donors and PSI governing bodies.
- Provide media content for mainstream and union-targeted communication.
- Represent PSI to affiliates and in other fora where necessary.

The list of defined tasks is not exhaustive. Other tasks may be assigned by the Sub-Regional Secretary and Regional Secretary.

**Supervision:**

The position reports to the Sub-Regional Secretary

**Key Functional relationships:**

The Project Coordinator will work closely with:

- Asia Pacific Regional Secretary.
- Organisers in South Asia
- Sub-Regional staff at Chennai
- Union Development Projects Officers and Projects Finance and Administration Officers (HO)
- Sectoral Officers in the Head Office (HO)

**Selection criteria:****Qualification**

- A degree in a relevant area or equivalent experience.

**Knowledge and Experience**

- At least two (2) years of experience in Organising / Campaigning at the national level, preferably within the trade union movement, civil society or equivalent.
- At least two (2) years' experience in project management, including narrative reporting, budgeting and financial reporting.
- Knowledge of labour organising methods.
- Understanding of the challenges sanitation workers face would be considered an advantage.
- Experience in designing and delivering training.

**Key attributes**

- Excellent team player, able to communicate with colleagues from different national and cultural backgrounds.
- Strong time management and task coordination skills
- Proven commitment to trade unionism, gender equality and quality public services
- Ability to work in a multicultural and inclusive environment.

**Language skills**

- Excellent oral and written English communication skills.
- Knowledge of another south Asian language is an advantage.