

5th December, 2018



KHPT invites applications for the following position/s for its Wheat Flour Fortification project in Delhi.

1. Project Coordinator : Position: 01, Delhi, India

Qualification, experience and desirable skills:

- Person with post graduation in any relevant field or Management degree is desirable.
- Minimum of 4 - 5 years of progressively responsible professional experience in project and field implementation.
- Knowledge of Food technology and Food fortification is desirable.
- Ability to guide and mentor team members and provide regular support through field visits, trainings and during the monthly review and planning meetings.
- Understanding of program planning, review and strategy development is essential.
- Willingness, flexible and ability to work in a challenging environment. Hands on experience in documentation.
- Ability to anticipate the challenges/issues and initiate appropriate actions.
- Excellent spoken and written skills in English and should be able to understand and speak Hindi.

Roles and Responsibilities:

- Liaisoning with Government Departments/Policy makers;
- Visiting the mills ensuring – installation of requisite equipment;
- Resourcing/Organizing the supply of premix and ensuring linkages of premix suppliers to industry partners
- Liaisoning with the laboratories and organizing samples for evaluation;
- Developing the implementation/meeting reports;
- Ensuring adherence to deadlines;
- Presenting the project documents;
- Monitoring the project progress;
- Compiling summary documents, project status, evaluation report, performance report in reference to the contracted policy;
- Developing and maintaining the detailed schedule including the project phases, travel program, material management/procurement, installation, test and system acceptance;
- Organizing/coordinating meetings among the stake holders including travel arrangements etc.

Salary: The salary for the above position is as per market rate and negotiable which will be fixed based on qualification, relevant experience, and interview performance.

Reporting: Project Coordinator will report to Team Leader – Food Fortification, KHPT, Bangalore.

KHPT provides safe working environment for all its employees; follows the principle of equal opportunity and encourages women applicants. Physically challenged with required skills /knowledge and willing to travel are also encouraged to apply.

How to apply:

Interested candidates please apply using the prescribed **KHPT Application Format** and email it to jobs@khpt.org. Candidates can download the format by clicking on '[Application Format](#)' or visit www.khpt.org to download the format.

The application should reach on or before **16th December, 2018**.

Please note that completed applications in the prescribed format will help us in shortlisting.