

Introduction

KHPT is a registered non-profit organization that has, for over two decades, worked alongside India's most vulnerable communities to improve their health and wellbeing. Our journey began in 2003 with focused initiatives to reduce the prevalence of HIV in Karnataka, and since then, our work has expanded to address a wide range of public health issues across the country. In places where health remains out of reach, held back by stigma, silence or systemic gaps, we have worked to change that reality. We believe the answers already exist in local knowledge, the culture of the place, and in collective intent. While health is our focus, we see it in its full context shaped by poverty, gender, social norms, urbanization and climate. We bring together technical expertise and community wisdom, blending data, dialogue and systems thinking to strengthen health systems and empower communities. Because health and wellbeing are rights. And every community deserves not just access, but the power to shape its own wellbeing.

PRABALA is a program focused on empowering adolescent girls, strengthening their leadership and participation, and promoting gender-just and healthy communities through community engagement, institutional linkages and convergence with government departments.

KHPT is seeking application for the following position.

Field (Taluka) Coordinator-Female

Positions: 14

Location:

District	Taluka
Raichur	Lingasuru, Maski, Manvi, Sirwar
Chikkamagaluru	Mudigere
Koppal	Gangawathi, Kushtagi, Kanakagiri, Kukanuru, Karatagiri
Yadgir	Wadgera, Hunasangi, Surpur, Gurmatkal

Qualification, Skills & Competencies

- Minimum postgraduate qualification in a relevant field such as Social Work, Rural Development, Public Health, Education, Social Sciences, Sociology, Psychology, or any other related discipline.
- 4–5 years of relevant experience in community development, adolescent/youth programs, women's empowerment, public health, rural development, or social-sector programs.
- Experience in field-level program implementation, team coordination, and community mobilization will be preferred.

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- Experience working with government departments, Gram Panchayats, or community institutions will be an advantage.
- Strong communication and interpersonal skills.
- Good leadership, team coordination, supervision, and mentoring skills.
- Ability to plan, organize, implement, and monitor multiple activities across different locations.
- Strong community mobilization and stakeholder engagement skills.
- Good documentation, reporting, and presentation skills.
- Problem-solving and decision-making abilities.
- Ability to work independently as well as part of a team.
- Willingness to work in rural areas and travel extensively across the assigned Gram Panchayats.
- Basic computer skills, including MS Word, Excel, email, and online reporting platforms.

Key Deliverables

- Effective implementation of PRABALA activities across Gram Panchayats (GPs).
- Regular guidance, supervision, and monitoring of Community Facilitators (CFs).
- Timely completion of activities as per the approved project work plan.
- Functional linkages with government departments and community stakeholders.
- Regular review and reporting of taluka-level progress.
- Strengthened adolescent collectives and meaningful participation of adolescent girls.
- Timely identification and resolution of field-level challenges.
- Timely submission of accurate reports and documentation.
- Regular documentation and sharing of achievements, challenges, best practices, and case studies.

Roles and Responsibilities

A. Program Planning and Implementation

- Plan, coordinate, implement, and monitor PRABALA activities across all Gram Panchayats of the Taluka/Block in accordance with the approved project work plan.
- Ensure implementation of all committed field-level activities within the agreed timelines.
- Monitor the quality, effectiveness, and progress of program implementation at the cluster level and take corrective measures wherever required.
- Undertake regular field visits to review activities, assess progress, and provide on-site support.
- Ensure quality assurance of PRABALA activities at the cluster level.
- Monitor program progress and ensure timely achievement of project targets and deliverables.

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B. Supervision and Support to Community Facilitators

- Review the work plans of CFs and provide regular guidance, technical support, mentoring, and handholding.
- Monitor CFs' progress against their assigned responsibilities, activity plans, and targets.
- Provide technical and field-level support to CFs in implementing program activities.
- Identify challenges faced by CFs and support them in developing appropriate solutions.
- Conduct regular monthly review meetings with CFs, assess cluster-level progress, and agree on follow-up actions.

C. Government and Stakeholder Coordination

- Conduct advocacy and coordination visits with Community Health Officers (CHOs), Anganwadi Workers, ASHAs, Primary Health Centre (PHC) staff, Panchayat Development Officers (PDOs), and other relevant government stakeholders.
- Establish and strengthen linkages with Panchayat Raj Institutions (PRIs), government line departments, community institutions, and other community stakeholders.
- Facilitate convergence and obtain necessary support for PRABALA activities at Gram Panchayat and cluster levels.

D. Adolescent Engagement and Collectives

- Facilitate the formation, strengthening, and effective functioning of Adolescent Collectives at village level and support their linkages with Gram Panchayat, cluster, and district-level platforms.
- Support CFs in strengthening adolescent girls' participation, leadership, and decision-making.
- Monitor adolescent-focused activities and ensure meaningful participation of adolescent girls.

E. Training and Capacity Building

- Identify capacity-building needs of CFs and other field staff in consultation with the District Lead (DL).
- Develop training and capacity-building plans in line with project requirements.
- Support and facilitate training, orientation, and refresher programs for field staff.
- Provide continuous mentoring, technical guidance, and on-the-job support to the field team.

F. Reporting and Documentation

- Collect, review, verify, and consolidate reports submitted by CFs to ensure accuracy, completeness, and timely reporting.
- Ensure timely submission of field implementation reports and other assigned deliverables by the FC and field team.
- Maintain accurate and updated records of program activities, implementation progress, and achievements.

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- Coordinate with the Documentation Officer and District Lead to submit monthly updates on challenges, best practices, success stories, and case studies.
- Share regular updates on program progress, implementation gaps, and key developments with the District Lead.

G. Monitoring and Problem Solving

- Regularly review program progress against the approved work plan.
- Identify implementation gaps, challenges, and risks at the cluster level.
- Suggest and implement appropriate solutions in consultation with the District Lead.
- Ensure timely follow-up on pending activities, agreed actions, and commitments.

H. Other Responsibilities

- Participate in project review meetings, coordination meetings, and other relevant program meetings.
- Maintain effective communication and coordination with the District Lead and project team.
- Undertake any other program-related responsibilities assigned by the District Lead in the interest of the PRABALA Project.

Reporting

The Field Coordinator will be reporting to the Respective District Lead or person designated by him

Remuneration

The compensation for the above-mentioned position/s will adhere to internal policies and market standards, determined by qualifications, relevant experience, budget availability, internal parity, and interview performance

KHPT is committed to providing a safe and supportive work environment for all employees. We uphold the principle of equal opportunity and actively welcome female applicants. In addition, we encourage individuals with physical challenges, provided they possess the necessary skills and knowledge, and are willing to travel to apply. We seek candidates who can seamlessly integrate into our non-discriminatory, inclusive, and equitable organizational culture.

We will follow a systematic selection process to fill this position, taking into account experience, competency, suitability, aptitude to work with our health programs, and extensive knowledge of the areas we work in. Only candidates who meet our shortlisting criteria will be invited for an interview.

The above position demands excellent communication, interpersonal and computer skills and also involves travel. Preference will be given to candidates who have work experience in the relevant field and local candidates with required experience and skillsets.

The above-mentioned position requires outstanding communication, interpersonal, and computer skills, as well as the willingness to travel. Preference will be given to candidates with work experience in the relevant field and local candidates who possess the necessary experience and skill sets.

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How to apply

Prospective candidates should submit their applications by clicking the "[Apply Online](#)" button next to the relevant vacancy on our current openings page at <https://www.khpt.org/work-with-us/>.

The deadline for submissions is 26th Oct 2026