



RCDC JOB PROFILE

Job Title	:	Cluster Coordinator
Office Base	:	Kosagumuda, Nabarangpur
Line Manager	:	Regional Manager
Salary	:	Rs.17,545 /- (Consolidated salary)
Email	:	adminhr.rcdc@gmail.com
Last Date	:	12th April 2026

ROLES & RESPONSIBILITY

General

- ❖ Responsible for keeping all the documents, reports and assets of the project
- ❖ Responsible for bill settlement on time
- ❖ Maintain daily diary of activities
- ❖ Submit the monthly activity reports and plan to the line manager

Specific

- ❖ Imparting training to farmers, community service providers and PG around improved agriculture, horticulture plantation, NPM, livestock rearing.
- ❖ Identifying sites for plantation, irrigation and vegetable cluster patches for agriculture and coordinating with the PFT members
- ❖ Providing handholding support in creation of irrigation infrastructure.
- ❖ Helping in coordinating quality input linkage and output marketing.
- ❖ Collect various field data and information for various reporting purposes.
- ❖ Coordinate in conducting base-line, mid-line and end-line survey.
- ❖ Ensure smooth implementation of various project components, convergence activities and documentation at field level.
- ❖ Supporting Community resource person of the project team in conducting their field related works.

Eligibility Criteria:

- ❖ Intermediate with minimum 2-3 years' work experience in social mobilisation and knowledge on Agriculture or livestock
OR
- ❖ Matriculate local person with rich experiences (over 5 - 8 years) could also be considered.
- ❖ Should be motivated to work in the villages specially with deprived sections and willing to acquire new knowledge and skills relevant to the project and guide implementation processes,
- ❖ Fluency to communicate in local language
