

**Government of Karnataka
Karnataka Panchayat Raj Commissionerate
Department Rural Development and Panchayat Raj**

Job Description:

District Sustainable Menstrual Hygiene Management Coordinator
(Ballari, Koppal and Vijayanagar)

Background:

Menstrual Hygiene Management (MHM) is essential for women's health. It includes access to information, sanitary products, sanitation facilities, and effective waste management. Department of Rural Development and Panchayat Raj (RDPR), Government of Karnataka's successful pilot programs with the support of UNICEF involving reusable menstrual cups in Ballari, Kalaburgi, Koppal, Raichur, Vijayanagara and Yadgir districts demonstrate the potential for widespread adoption in improving MHM. Consequently, the Department of RDPR with the support from UNICEF and KKRDB (Kalyana Karnataka Region Development Board) has proposed a scaled MHM project in the Ballari, Koppal and Vijayanagar districts. The incumbent will have a unique opportunity to work with the Government as well as non-Government institutions to strengthen the skills and get insights in MHM sector.

Objective of Assignment:

To strengthen and improve the well-being, hygiene, dignity and empowerment of women and girls by promoting sustainable MHM practices through the Department of Rural Development and Panchayat Raj, Government of Karnataka at concerned district.

Purpose:

He or She should support district in identification of key resources, preparation of training modules, SoP, Capacity Building plan, conducting trainings, social and behavioral change communications, monitoring and review of the program and should submit the timely reports with the district head (Chief Executive Officer, Zilla Panchayat) as well as to Karnataka Panchayat Raj Commissionerate office.


Commissioner
Karnataka Panchayat Raj Commissionerate
Rural Development & Panchayat Raj Department
Bengaluru.

Programme Area and the specific project involved:

Menstrual Hygiene Management.

Deliverables:

- Support district in capacity building, educating Government Women Functionaries as MHM advocates, and forming mentor-led peer support groups for menstruating women.
- Raising awareness through digital media, launching an IEC campaign with short videos on platforms like YouTube and Instagram.
- Support district in conducting training program to personnel from various departments in MHM awareness, empowering them to educate menstruating women in Karnataka about sustainable menstruation.
- Broadening GPLFs' involvement in reusable cloth pad production across districts, connecting them with health department for procurement and supply to target groups.
- Collaboration with public representatives to promote sustainable menstruation and conducting awareness sessions for women public representatives and provide free menstrual cups.
- Efficient Distribution of Menstrual cups to women and adolescent girls in the district who have undergone trainings.
- Educating young women and girls on sustainable menstruation and alternatives to disposable pads. Preparation of SoP for conducting cascading trainings on improved MHM services.
- Identification and documentation of best practices along with documenting on MHM.
- Frequent monitoring of the project, followed by collecting feedback with respect to MHM in the district.
- Prepare and share Monthly reports to CEO, ZP and KPRC.
- Any other activities/tasks/responsibilities assigned by Commissioner, Karnataka Panchayat Raj and Chief Executive Officer, Zilla Panchayat.

Key Tasks:

- Conducting, organization, Co-ordination and facilitation of trainings / Workshops held at District/Taluka Level.
- Co-ordination with all the departments and other stake holders (NGOs/CSOs)

for achieving continuous progress in the program.

- Vigorous travel to Taluk's, Gram Panchayats and villages in ascertaining the objectives of program.
- Development of Modules for the training and educating public on SMHM.
- Support in the development of creative's, Information Education and Communication materials for creating awareness on the stigma and circulating developmental works undertaken.
- Preparation of Annual Implementation Plan for improved MHM services.
- Develop concept note, schedule, number of participants and budget required for conducting the trainings.
- Plan and monitor the trainings at District level by Master Trainers and ensure documentation of Trainings by them.
- Identification and taking up of situational analysis of Sustainable MHM in selected GPs.

Duty Station: Zilla Panchayat

Reporting Officer: Chief Executive Officer, Zilla Panchayat.

No. of Positions: 03 (One Coordinator for each district)

Age Limit: Not exceeding 45 years.

Duration of contract: Nov, 2024 to March, 2025.

Remuneration: Rs.45,000/- per month. (Consolidated/Fixed Basis)

Qualification/ Experience:

- Masters in Sociology/Public Health/Communication/Population Studies /Rural development /Social work/Nursing or equivalent field.
- Minimum 1-2 years of experience in capacity building include organization and facilitation of training, workshops, consultative meetings, Capacity Building. Need Assessment, development of training modules, research, development of IEC materials, social and behavioral change experience etc. are mandatory.
- 1 year of Sanitation and Hygiene related field experiences will be an added advantage.
- Additional experience in field of capacity Development /Communication /Capacity Building and Research/Menstrual Hygiene Management/Public Health /Climate Change domain will be added advantage.

- Proven conceptualization, presentation, and report writing skills.
- Good knowledge and experience in usage of MS Office and other software packages.
- Good communication skills in English and Kannada are essential for this assignment. Kannada Knowledge in reading and writing is a must.
- Willing to frequent travel to different Taluks, Gram Panchayats, and Villages whenever required.
- Candidates applying for the post from the same district (Local) are preferred.

Additional Requirements:

- Previous experience with Government is desirable.
- Previous experience with NGO / CSO's is desirable.
- Previous experience of Training and capacity building is desirable.

Score Sheet:

- Educational Qualification - 25 Marks
- Experience – 25 Marks
- Written Exam – 25 Marks
- Interview – 25 Marks

Total – 100 Marks

Selection Process:

Duly received CVs, along with cover letters, will be reviewed by a hiring committee at the Panchayat Raj Commissionerate and shortlist of candidates will be prepared after a technical evaluation of qualifications, experience and suitability for the positions advertised. Eligible and shortlisted candidates will be invited for a short-written assignment (both in Kannada and English language) and oral interview with the hiring committee. Only selected candidates will be informed of the final decision by the Committee.

How to apply:

1. A **Cover letter** explaining the motivation for applying and also explaining how the qualifications and skill-set of the candidate are suitable for this position (Not more

than 1 page).

2. A CV that outlines the qualifications and experience related to the advertised position of Coordinator. Highlight any experience related to Sanitation, Hygiene and MHM.

Email both as attachments to: prkar.recruitment@gmail.com with the subject Line: "District Sustainable Menstrual Hygiene Management Coordinator" by 29th October 2024 before 5.30pm.

Anusheer
20/10/24
Commissioner
Karnataka Panchayat Raj Commissionerate
Rural Development & Panchayat Raj Department
Bengaluru.