



Project Coordinator - Campus Construction

Samvada is a not for profit organisation, that works with young people to create a just, humane and sustainable world. The organisation equips marginalized youth to enter and influence socially critical professions, mentors young people in 8 geographies across Karnataka grow as youth leaders. Samvada also guides and support those who are passionate about working with young people and bridges collaborations among diverse youth-focused organizations. For more details visit www.samvadabaduku.org

Samvada has purchased 17 guntas of land (and 700 square feet site) in Banjarapalya. Samvada proposes to construct a training centre and office campus and has appointed an architect firm and a construction contractor. The Project Coordinator's role is to update Samvada about progress of work at the site – providing information about quality, timeliness and quantity of work being carried out as per the contracted schedule. In addition the Project Coordinator will obtain necessary clearances for project completion from government authorities. The job will be located at the Samvada campus site in Banjarapalya, Agara village.

Reporting to: Executive Director

Tasks

Overall objective:

- To be a liaison between Samvada, the contractor team and the architect

Planning and coordination:

- Monitor progress of work on a daily basis, and inform Samvada Campus Executive Team about any issues which need to be sorted out
- Monthly update of Gantt planning and printing (overall + quarterly projection)
- Planning follow-up on a day to day basis

On-site activities:

- Check adherence to drawing and details
- Report variations between site condition and drawings
- Quality check of materials (mix specifications, material grades, etc)
- Monitor the material testing procedures (sampling, lab testing, check and filing of reports)
- Report Security and safety issues (specifically - Helmets, Site cleanliness, and protection measures)
- To maintain friendly relations with neighbouring landholders and village authorities at the site
- Participate in the monthly coordination meeting between Samvada's Contractors and Architect's teams

Administration:

- To be a liaison between Samvada and government authorities to obtain necessary permissions and clearances for completion of the project
- Oversee safety guidelines and legal regulations related to construction projects
- Filing of:

- Minutes of Meetings
- Warranty documents
- Site protocols, etc

Site drawing management:

- Study and release drawings to site
- Maintain the site drawings file
- Anticipation of drawing requirements

Documentation and reporting:

- Keep a daily site log book
- Photo update : Daily whatsapp updates and photo documentation of site work
- Prepare daily reports in prescribed format and consolidate them into a weekly written report to be submitted to the Executive Director every week on a stipulated day. This report will be in reference to detailed drawings provided by the architect and work schedules provided by the contractor
- Face to face meeting and update to the Executive Director on a weekly basis at the Samvada Jayanagar office

Remuneration

This is a contract assignment for duration of the project and is not an employment at Samvada. Your remuneration package will be between Rs 28,000/- to 32,000/- CTC per month. TDS and professional tax will be deducted.

In addition you will be provided

- (i) Telephone Expenses Allowance of Rs 500/- per month against submission of bills.
- (ii) Local Conveyance allowance for use of your own two wheeler for official purpose @ Rs 6/- per kilometre against submission of travel details. This does not include daily travel from your home to the site and is only for additional work related travel

The ideal candidate will have

1. 3-4 years of work experience in supervising construction site activities
2. Strong ability to coordinate and work with different teams in the context of construction activity
3. Bachelor of Engineering Degree in Civil Engineering
4. Exposure to Gantt chart software or other similar software
5. Problem solving skills in the context of a construction site
6. Experience of working/coordinating with government agencies for various statutory/regulatory requirements
7. Good documentation skills
8. Fluency in spoken Kannada/ Tamil/ English with ability to read and write in English and Kannada

If interested, please send your CV to samvada@gmail.com