

## **Centre for Migration and Inclusive Development Job Description**

**Job Title:** Centre Coordinator

**Location:** Kochi

**Department:** Programme

**Reports to:** Programme Manager

**Supervises:** Field Mobilisers

**Duration:** One year (Renewable)

**Level:** Officer

**Category:** Short Term Contract

### **About CMID**

Centre for Migration and Inclusive Development (CMID) is a non-profit organisation registered in India with its core office in Perumbavoor, Kerala. CMID focuses on social inclusion of migrant workers and advocates for and promotes evidence informed policies and programmes that foster migrant inclusive development. Its work ranges from grassroots interventions to advocacy for policy change. International Labour Organisation (ILO), United Nations Development Programme (UNDP), National Health Mission, Aajeevika Bureau, Azim Premji Philanthropic Initiatives, Wipro Cares, Dasra, Gram Vikas, ESAF, Mangalore Refinery and Petrochemicals, Cochin Shipyard Limited, Bharat Petroleum Corporation Limited, etc. are some of CMID's recent collaborators. CMID implements various projects in Ernakulam district, Kerala which is the commercial capital of Kerala with the largest concentration of interstate migrant workers in Kerala.

### **Position Purpose**

CMID requires a professional committed to work with the vulnerable populations at the grassroots with minimal facilities/support. The Centre Coordinator will lead all operations, liasoning and advocacy efforts pertaining to legal aid, mediation and social security of informal workers. He/she will also coordinate the field level activities working with the other team members of CMID. He/she should be proficient in Hindi/Bengali/Odia/Assamese/Tamil in addition to Malayalam and English.

### **Duties and Responsibilities**

- Lead strategy, publicity, programme planning and roll-out of the legal aid and mediation programme in various industrial clusters of the location and beyond.
- Lead high-quality implementation of the programme to ensure prompt response to aggrieved workers.
- Closely track and monitor case work and programme deliverables, and ensure regular submission of reports to the donor.
- Identify and develop networks of lawyers, activists, labour department officials, police personnel and others who can directly support in resolution of cases.

- Liaison extensively with important stakeholders in the government, media, worker organizations and the industry to enhance the effectiveness of the programme.
- Ensure supervision, handholding and training of team for an effective implementation of the programme.
- Regularly document the progress of the programme in order to showcase its impact in various platforms.
- Represent the organisation at relevant meetings, functions and fora as directed by the supervisor
- Undertake other activities as directed by the supervisor

### **Qualification and Experience**

The ideal candidate should be a post graduate with exposure or training in law/ labour rights/ development studies, preferably with experience of not less than three years in an allied organisational environment. He/she should be deeply committed to ideas of social justice and labour rights. Experience in worker mobilisation as well as team management will be highly desirable. Proficiency in speaking in at least one major language of migrant workers (Hindi, Odia, Bengali or Assamese) is a must in addition to English and Malayalam. Previous experience of working with migrant workers will be an added advantage. The position demands willingness and interest to work in the community and engage with informal sector workers, who may be difficult to reach out to. Work hours and the interventions in the field would be demanding and the candidate would need to be prepared for the same. He/she should be willing to work during early mornings/late evenings and on Sundays as these days/timings are best suited for intervention with migrants and their families. The job requires frequent travel within Ernakulam district with travel outside the district, when needed. The candidate should have a valid two-wheeler driving licence and should be able to make own work travel arrangements. Salary will commensurate with qualifications and experience. CMID is an Equal Opportunity Employer and encourages applications from qualified individuals regardless of race, religion, national origin, sexual orientation or disability.

### **Skillset**

- Excellent interpersonal skills
- Commitment to ideas of social justice
- Proficiency in Hindi, English and Malayalam
- Good team player
- Good writing skills in English
- Sound understanding of issues of migrant workers
- Well versed in word, data analysis and presentation software as well as internet/email
- Willingness to travel extensively

### **To Apply**

Send your CV to [jobs@cmid.org.in](mailto:jobs@cmid.org.in) with a subject line 'Application: Centre Coordinator'. Only shortlisted applicants will be contacted. Applications will be accepted till 6.00pm IST on June 20, 2024.