



## **Job Title: School Coordinator**

**Location:** Kanchipuram & Ranipet District, Tamil Nadu

**Duration:** 1 year (Contract - extendable based on performance and project needs)

**Reporting to:** District Coordinator

**Note:** This is a **full-time, field-based role**. The position is **not virtual or hybrid**, and the selected candidate will be **required to reside in the district (Kanchipuram or Ranipet) they are appointed to** and be present on-site throughout the project duration.

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## **About UNGCNI**

The **UN Global Compact Network India (UNG CNI)** is the Indian arm of the United Nations Global Compact, working with businesses, governments, and civil society to advance responsible practices aligned with the **UN Sustainable Development Goals (SDGs)**. With proven expertise in digital inclusion, education reform, and multi-stakeholder engagement, UNGCNI ensures CSR projects are implemented with accountability, community participation, and measurable impact.

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## **About the Project**

To advance **SDG 4 (Quality Education)** and **SDG 5 (Gender Equality)**, and in alignment with the **Sarva Shiksha Abhiyan** and the **Tamil Nadu State Education Policy**, this project is being implemented as a **holistic school and community development initiative** in selected schools across **Ranipet and Kanchipuram districts**. The project is designed to strengthen foundational education systems, build inclusive learning spaces, and foster community ownership to ensure sustainable change in the education ecosystem.

The programme will focus on **enhancing school infrastructure** and creating child-friendly learning environments. This includes BaLA (Building as Learning Aid)-based school painting to make classrooms more engaging and interactive, upgrading **sanitation facilities** to promote hygiene and safety, and developing **safe play areas** to support physical and social development. In parallel, the project will promote **digital learning integration** by establishing **smart classrooms**, providing access to curated **digital content**, and building teacher capacities through structured **training on digital pedagogy and technology-enabled learning**.

Beyond infrastructure and digital inclusion, the initiative will deliver **student-centric and community engagement activities** to strengthen the overall learning ecosystem. It will establish **school libraries**, conduct **scholarship awareness sessions**, and organise **career guidance workshops and expert talks** to expand students' aspirations and pathways.

Simultaneously, the project will engage with surrounding communities through **health and sanitation camps, village-level awareness drives, and employee volunteering efforts**. Collectively, these interventions will directly benefit **3,000+ students**.

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## **Key Responsibilities**

As the Indian arm of the United Nations Global Compact, UNGCNI works to drive responsible business practices and sustainable development aligned with the SDGs. We are seeking candidates who can work



effectively at the grassroots level, mobilize communities, and ensure high-quality delivery of education and inclusion initiatives in partnership with local stakeholders.

The School Coordinator will be the on-ground representative for schools within one block, ensuring smooth coordination and delivery of project activities.

### 1. **School-Level Implementation**

- a. Support infrastructure activities (painting, sanitation, play areas, libraries).
- b. Oversee the setup and day-to-day use of smart classrooms and digital labs.
- c. Ensure delivery of student support initiatives such as sports kits, career workshops, and scholarship awareness.

### 2. **Teacher & Student Engagement**

- a. Assist in teacher training sessions on **digital pedagogy and STEM integration**.
- b. Facilitate career talks, expert sessions, and student mentoring.
- c. Motivate students to actively participate in digital literacy and project-based learning.

### 3. **Community & Volunteer Mobilization**

- a. Organize health and sanitation camps, awareness campaigns, and village outreach events.
- b. Support the planning and facilitation of employee volunteer activities in schools.
- c. Engage parents and community leaders to ensure local ownership of initiatives.

### 4. **Monitoring & Reporting**

- a. Maintain accurate data on school-level activities, attendance, and outcomes.
- b. Submit fortnightly updates to the District Coordinator.
- c. Document success stories, photos, and best practices for impact reporting.

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## **Qualifications & Experience**

- **Bachelor's degree (B.A/B.Sc.)** in Social Work/Sociology in topics such as Education, Social Work, Community Development, Rural Development.
- **Exposure to Digital Education and STEM Learning-** ability to support digital classrooms, facilitate basic coding/robotics/AI activities, and assist teachers in integrating technology into pedagogy.
- **Minimum 2-3 years** of grassroots experience in projects related to education/CSR/community development.



- Proficiency in **Tamil** (mandatory) and working knowledge of English.
  - Basic computer literacy and ability to use **MS Office/Google Workspace**.
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### **Desired Competencies**

- Strong interpersonal and facilitation skills.
  - Ability to work closely with schools and communities at the grassroots level.
  - Problem-solving and adaptability in field situations.
  - Passion for **education, digital inclusion, and youth empowerment**.
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### **Remuneration**

Compensation will be in accordance with UNGCNI project norms and will be commensurate with the candidate's qualifications and experience, with a monthly range of ₹25,000–₹35,000.

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### **Application Process**

Interested candidates may send their **CV (2 Pages Max)** and **Cover Letter (1 Page)** to [procurement@globalcompact.in](mailto:procurement@globalcompact.in) with the subject line: **"Application for School Coordinator – Kanchipuram/Ranipet"**.

Only shortlisted candidates will be contacted.

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**Please Note:** UNGCNI reserves the right to **reject or withdraw any application, or to not make an appointment, at its sole discretion and without providing any reason.**