



Location - Bengaluru with travel to Chikkaballapur and Chintamani

Position - Documentation Coordinator - Integrated Water Management Programme

Date of Joining - Immediate

About TIDE -

Technology Informatics Design Endeavour (TIDE) is a 29-year-old Bengaluru based NGO providing technology solutions for societal needs. TIDE is an award-winning NGO, and its work encompasses biomass-based cooking / industry solutions, energy efficiency / conservation, climate education, WASH and waste management, technology-based skilling & rural livelihood augmentation, and rural women leadership. TIDE complies with all legal and statutory requirements diligently. TIDE is a registered society and has valid FCRA, CSR certification, 12A, 80G, PAN. All audit and annual reports are available on the website.

The work culture at TIDE is professional, caring and gender neutral. We strive to offer exciting career growth opportunities for deserving candidates.

About the project

TIDE is implementing a programme called 'Integrated Water Management' in Chikkaballapur and Chintamani with an objective to provide basic water, sanitation and hygiene services to the citizens of both the cities. Scope of the program is to primarily support City Municipal Council (CMCs) in planning, design, capacity building, technology infusion and other components in Water and Sanitation domain (WASH). A non-financial MoU has been signed with the two CMCs with approval from the Directorate of Municipal Administration (DMA), Karnataka with a validity of three years. Visit - <https://tide-india.org/integrated-water-management/> for more information about the programme.

TIDE seeks a documentation coordinator to assist the technical team in developing technical documents as per the project requirement.

Job Description -

- ❖ Ensure regular documentation of the activities undertaken in the partner towns aligning with the requirements of the project.
- ❖ Coordinate with team members and maintain an up-to-date repository of all the documents developed.
- ❖ Understand the statutory and compliance requirements of the funder as well as the government and adhere to the same.

Technology Informatics Design Endeavour,
FF1, Sapthagiri Apartments, No 30, 10th cross, 15th main road, RMV extension, Sadashivanagar,
Bengaluru - 560080



- ❖ Visit the partner towns to understand the interventions, take field level data required for documentation.
- ❖ Work closely with the team and contribute to the preparation of knowledge materials, proposals, pitch materials including content for social media posts, websites etc.,
- ❖ Any other work related to the project.

Desired qualifications, expertise, and experience

- Bachelor's degree in Engineering.
- Basic understanding of the Water, Sanitation and Hygiene sector.
- Oral and written communication skills in English. Kannada will be an added advantage.
- Field experience desirable.

Essential Attributes

- ❖ Ability to document and review experiences in projects.
- ❖ Strong ethics and high integrity
- ❖ Intrinsically motivated to learn and grow.
- ❖ Capacity to take ownership and keep commitments
- ❖ Good networking skills and team player

Terms

- ❖ This is a full-time job based in Bengaluru and is co-terminus to the duration of the projects assigned.
- ❖ Salary will be commensurate with Industry standards.

Last date to apply – 03-Mar-2023

Interested candidates, please send your resume to hr@tide-india.org.