



INDIAN POLICE FOUNDATION

Recruitment of Project Coordinator

Job Description

PROJECT COORDINATOR

(1 position at Delhi)

Indian Police Foundation invites applications from retired senior police officers, to fill up one temporary position of Project Coordinator for the Internal Police Reforms Project. These recruitments are initially for a period of one year, extendable up to 3 years.

The role of the Project Coordinator (PC) in the “Internal Police Reforms” project is both multifaceted and integrative, covering both research and operational aspects of the project. The Project Director, together with the Project Coordinator and 4 State Supervisors will provide the overall leadership and coordination to the project.

The Project Coordinator will function from the New Delhi Office of IPF. This position involves extensive travel across India.

a. Research Responsibilities

The first step is to carry out the primary research to identify the focus areas of the project. This will involve desk research, analysing reports of the National Police Commission and other committee reports, summarising the key recommendations relevant to the project. Project Coordinator will provide the leadership to this research.

b. Study Best Practices and conduct Base Line Evaluation:

The Project Coordinator will conduct baseline evaluations and survey of public perceptions on pre-defined parameters in selected police stations in 4 states. These will mainly involve the following steps:

1. **State Visits:** PC will conduct field visits to 6-7 states, together with the Project Director, to study best practices in selected research domains. During these visits, they will hold meetings with stakeholders, especially citizens, to understand their pain points in the interface with thana police.
2. **Engaging with experts:** PC will work with experts, NGOs, legal professionals, and IPF members to formulate strategies, action plans, and recommendations. They will organize meetings and workshops to facilitate this engagement.

c. Training

1. PD/PC will provide leadership in preparation of training materials and will brief the trainers.
2. PC will conduct one or two classes in each training program to ensure the quality and relevancy of the training. (40 training programs during Pilot and 72-80 training programs during main phase in 4 States)

d. Project Implementation:

1. **Monitoring Implementation:** PC will ensure that pilot projects (60 police stations) and main projects (120 police stations) are being implemented effectively in the 4 states by regular visits.
2. **Coordination role:** He/ She will coordinate with the State Nodal Officers, State Supervisors, Field Officers, Police Commissioners and Superintendents of Police.
3. **Evaluation:** PC is responsible for evaluating the recommendations of Change Manual in 60 police stations during pilot projects and preparing reports.

e. Documentation & Reporting

1. PC will prepare the Change Manual that will encapsulate the learnings and recommendations from the project. The Change Manual will be the principal process guide for implementation of the project.
2. He/ She will compile and study the monthly visit reports from State Supervisors and will be responsible for taking corrective actions based on the analysis.
3. PC will prepare reports on pilot and main projects, taking into consideration 3rd party evaluations.

f. Leadership

Together with the Project Director who is the Principal Investigator of the project, the Project Coordinator will provide the crucial leadership to the project. In the absence of the Project Director, the Project Coordinator will assume the project leadership. The PC will report to Project Director and support him/her in office management including administration and financial management.

Given the scope and scale of these responsibilities, the role of the Project Coordinator is crucial for the successful implementation of the project. PC will ensure that the objectives of the project are met in a timebound and effective manner.

Qualifications and Requirements

1. Retired Police Officer (ADGP/IGP/DIG/) with extensive experience and expertise in field-level policing and passion for police reforms
2. Strong communication and training/briefing skills.
3. Proficiency in written and spoken English & Hindi for documentation and report writing.
4. Basic Computer skills.
5. Good health to undertake extensive field visits, whenever required.
6. Regular attendance at the IPF office in Vasant Kunj, New Delhi.

Salary/Allowances and office assistance:

1. Monthly salary/honorarium of Rs 80,000/-per month
2. Economy class airfare for visits to States along with accommodation in police guest houses and local transportation.
3. One Research Associate will be provided for office assistance.

While the honorarium is modest, your participation in the police reforms project presents immense opportunities to contribute to enhancing police governance and service delivery to citizens, making a significant difference in shaping the future of law enforcement in our country.

How to apply

Please visit <https://www.policefoundationindia.org/careers> for more information and uploading of applications.

If you have any queries, please get in touch with us at: recruitment.tpfi@gmail.com or call us at 9205771710