



Doctors For You (There to Care)

Job Opportunity: Coordinator

Location: Visakhapatnam, Andhra Pradesh

Doctors For You (DFY) is a humanitarian organization (Not for profit) committed to providing quality healthcare services to underserved communities across India. We are looking for a (Consultant) **Coordinator** in Visakhapatnam to lead and manage our community-based health programs, clinical services, and health camps.

Roles & Responsibilities

- Coordination & Facilitation
 - Act as the primary point of contact for program activities in the field.
 - Coordinate with local communities, health workers, and stakeholders to ensure smooth implementation.
 - Liaison with government authorities/stake holder, medical associations, and other relevant bodies to obtain necessary permissions.
- Program Implementation
 - Plan, organize, and implement clinical services and health camps.
 - Ensure all activities are aligned with DFY's program objectives and standards.
 - Facilitate community mobilization and participation in health programs.
- Supervision & Monitoring
 - Supervise field staff, volunteers, and health workers during health camp activities.
 - Monitor the progress and quality of program implementation on the ground.
 - Identify challenges and provide solutions to improve efficiency.
- Reporting & Documentation
 - Prepare regular reports on program performance, outcomes, and impact.
 - Document case studies, success stories, and lessons learned.
 - Submit timely updates to the state and central DFY teams.

- Stakeholder Engagement
 - Build and maintain strong relationships with government departments, healthcare providers, and community leaders.
 - Represent DFY in official meetings, workshops, and community forums.

Qualifications & Experience

- Master's degree in Social Work (MSW), Public Health, or related discipline.
- Minimum 2–3 years of experience in community health program management or coordination.
- Experience in organizing health camps, clinical services, and community outreach preferred.
- Strong communication and interpersonal skills for stakeholder management.
- Ability to manage teams, monitor field activities, and prepare detailed reports.

Skill Set

- Excellent organizational and multitasking skills.
- Strong leadership and team management abilities.
- Effective communication and negotiation skills with stakeholders.
- Report writing and documentation expertise.
- Problem-solving and decision-making skills.
- Ability to work under pressure and meet deadlines.
- Proficiency in MS Office (Word, Excel, PowerPoint) and digital reporting tools.

Compensation

Salary will be commensurate with qualifications and experience (as per organizational norms).

How to Apply

Interested candidates are invited to send their updated resume to:

hra.east@doctorsforyou.org

with the subject line: Application for Coordinator – Visakhapatnam, AP