



About IIMB	The Indian Institute of Management Bangalore (IIMB) is a leading graduate school of management in Asia. Under the IIM Act of 2017, IIMB is an Institute of National Importance.
Industry/Service	Higher Education
Position	Project Assistant - UNICEF-Jal Jeevan Mission
Purpose	The selected incumbent will play a key role in coordinating activities, supporting research, documentation, and logistics across multiple thematic areas and states.
Reporting to	Jal Jeevan Mission Chair Professor
Principal Accountabilities & Responsibilities	Coordination and Project Management Support day-to-day coordination between IIM-B project team, UNICEF, and state level counterparts. • Track progress of identified activities and deliverables • Organize meetings, consultations, workshops, and review sessions (online and in-person). • Maintain documentation and follow-up on action points and partner communications. Technical and Research Support • Assist in collecting, organizing, and analyzing secondary data and relevant field insights. • Support Professor Chair, IIM-B in preparation of policy briefs, guidance notes, and evidence-based reports. • Contribute to drafting background notes, meeting summaries, and technical documentation. Coordinate with field teams and stakeholders for data/information collection on O&M models, challenges, and innovations. Communication and Knowledge Management • Maintain a repository of documents, presentations, communication materials, and reports. Assist in designing dissemination strategies and tracking outreach and usage of SBC/IEC materials. Logistical and Administrative Support • Facilitate logistical arrangements for state-level consultations, workshops, and field visits (travel, accommodation, event coordination). • Support financial documentation, reimbursement tracking, and coordination with UNICEF for logistic support. • Ensure timely compilation and submission of reports, invoices, and documentation for project deliverables.
Qualification and Personal Profile	Master's Degree in Management, Rural Development, Social Sciences, or related field.
Other Skill and Ability Requirements	Responsibilities would include, but not be limited to, the following: • Over 5 years of progressive experience in project coordination, training, and operations management across WASH, rural development, and skill development sectors. • Demonstrated experience in capacity building, stakeholder coordination, policy implementation, and monitoring at national/state/district level Programmes such as Swachh Bharat Mission (SBM) and Jal Jeevan Mission (JJM). • Hands-on experience in WASH sector programming, including community mobilization, and behavior change communication (BCC). • Strong background in coordinating with government departments, academic institutions, and industry partners for capacity building and program delivery.



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	• Experience in managing multi-state operations for skill development initiatives including planning, monitoring, counselling, and documentation. Skills: • Strong analytical and documentation abilities, including development of reports, communication materials, and policy briefs. • Effective stakeholder engagement and communication skills; fluent in English and Hindi. • Proficient in MS Office, Google Workspace, and other digital collaboration tools. • Familiarity with state and district-level governance mechanisms related to WASH. This is an exciting opportunity for a dynamic individual who is passionate about advancing sustainable water management practices and making a meaningful impact on rural communities' access to safe drinking water.
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The closing date for applications is 10 November 2025. Only shortlisted candidates will be intimated. It is mandatory to fill in all fields and the following documents are required to be uploaded while submitting the application.

- 10th & 12th Marksheets.
- Diploma/ Graduation - **All semester wise Marksheets & Final Diploma/Degree Certificate.**
- Masters/ Post-Graduation - **All semester wise Marksheets & Final Degree Certificate.**

Applications without these documents will be treated as incomplete and will not be considered.

Interested candidates may fill out the application using the link: [here](#)