

## 1) FOR THE POST OF CSR CO-ORDINATOR AT MES HEAD OFFICE

As MES is non-profit organisation, it requires huge funds to run its Educational Activities and hence **getting CSR Funds** is essential for MES. With respect to this, The role of a **CSR Coordinator** involves following :

Name of the post	Age, Qualifications & Experience	Required Skill set	Roles and Responsibilities
<b>CSR Coordinator</b>	Age - 35 to 40  Required Qualifications: -Candidate possessing <b>Post Graduate degree Preferably Ph.D., NET or SET</b> Should also be able to teach Management Subjects for <b>MBA</b> or Computer related subjects for <b>MCA</b>  Experience: Should possess minimum 5 years of experience of CSR field.	(1) Technology savvy. With use of Marathi language too. (2) Must have capacity to handle multiple tasks (3) Marathi and English drafting skill (4) Magnificent relational abilities (5) Strong problem – solving and analytical abilities (6) Practical insight and dynamic inclination.	-End to End working for getting CSR for MES. -Developing policies relating to a MES as entity for undertaking CSR Activity. -Raising public awareness of MES -Conducting research into best practice -Writing and implementing Approved Action plan for MES as Entity for undertaking CSR -Activity Ensuring that a MES's policy meet legal and commercial needs Of CSR provider Company -Encouraging links between the company and educational or charitable groups -Spreading the word in schools and local organisations about the company and construction in general -Reporting on social responsibility activity to senior managers.