Vacancy for Communication cum Documentation Officer

Job Title: Communication cum Documentation Officer

Line Manager: Program Development & Communication Manager

Department/Office: Program Development & Communication

Location: Murdaha, Varanasi, Uttar Pradesh

Salary: C.T.C. INR 4.80 annually

Apply on: Email: progie@janvikassamiti.org  Last date of application: 20th May 2020

Organization Background: The Jan Vikas Samiti (JVS) was established in 1996 and registered under Societies Registration Act 1860. Since its inception JVS has been working for the integral development of the marginalized and underprivileged sections of the society, particularly of women, children, scheduled caste, scheduled tribe and persons with disabilities. Currently, JVS is directly implementing programs on Women Empowerment, Community Health, WASH, Livelihood promotion for Women, Skill Training for Youth etc, besides partnering with 67 partner organizations for the project on inclusive development of children and youngsters with disabilities in North and North East India.

Over the years, JVS has been engaged in creating an inclusive environment and social and economic development of the disadvantaged people by enabling them to have access to education, employment and equal rights. We promote people’s bargaining power and active participation and decision making in social, political and economic life of the society. We believe that quality education and skill development is the key to overcoming poverty in a single generation at the same time is also fundamental in creating a future for human security, community development and progress of the nation. Access to livelihood and employment is essential not only to end the cycle of poverty, but also to create a barrier free society. In fulfillment of this, JVS promotes and conducts skills development trainings to help youngsters, especially with a disability to get equipped for available jobs in the market, which gives them dignity and respect in the society.

Responsibilities:

The Communication cum Documentation Officer in JVS, on a contract basis, has the following job responsibilities.

- Management of website, social media, MIS etc.
- Writing content and preparing brochure, newsletter, event reports, case stories, good practices, documentaries, annual reports, etc.
- Preparing materials to assist the training, resource mobilization and program teams like appeals, on-line campaigns, IEC materials, and presentations, etc.
- Conducting semi researches, campaigns, surveys, etc. on specific themes time to time on programmes and project being implemented by JVS.
- Communicating and visiting Partner Organizations to gather information and data on specific themes for documentation and program needs.
• Extending support in updating organizations policies, program planning, program implementation, monitoring programs and events as and when required.

Candidate Eligibility:

• Graduate in communication, multimedia, computer application or other related discipline with 3+ years of relevant job experience, either in a similar position in the non-profit sector or in a similar position in the profit sector.
• Proven ability to deal with multiple tasks in a courteous and service oriented manner in a demanding working condition.
• Computer proficiency with high level of familiarity with data base management program, MS Office, social media, and documentary making .
• Excellent interpersonal and organizational skills.
• Fluent in spoken and written communications skills (English and Hindi)
• Good theoretical grasp of the programs and activities of the organization.