

JAN VIKAS SAMITI-VARANASI

Vacancy announcement: Multiple Positions

Date of announcement: 03-02-2025

BUILDING UP COMMUNITIES FOR A BETTER FUTURE IN CHOLAPUR AND KERAKAT BLOCKS, UTTAR PRADESH"

Program Overview:

This project aims to empower women in rural panchayat communities by promoting their leadership and active participation in local governance. Through this initiative, women will be encouraged to take on decision-making roles in their panchayats, challenge discriminatory practices, and advocate for gender justice. The program also focuses on raising awareness about women's rights and entitlements, with a particular emphasis on issues related to the National Food Security Act (NFSA) and MNREGA. By engaging in leadership development, awareness campaigns, and advocacy efforts, the project seeks to create a gender-responsive environment that supports women's active involvement in building stronger, more inclusive communities.

The following Posts are opened under the project:

1. Programme Coordinator- 1

- **Responsibilities:**
 - Lead project implementation, ensuring alignment with objectives.
 - Develop and monitor strategies and action plans for women's leadership.
 - Manage resources and oversee capacity-building efforts.
 - Monitor project activities at all levels and report progress.
 - Foster partnerships with stakeholders for effective advocacy on gender justice.
 - Prepare periodic reports on project outcomes.
 - **Qualification & Experience:**
 - Master's degree in Social Work (MSW), MA in Sociology, or Master's in Rural Development (MRD).
 - At least 5 years of experience in managing development projects
 - **Salary: 20,000.00-24,700.00 p.m.**
 - **Reporting to: HoD Program Sustainable Development**
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2. District Level Coordinator – 1

- **Responsibilities:**
 - Oversee project activities at the district level and ensure alignment with goals.
 - Liaise with block-level staff for smooth coordination.
 - Monitor and track progress, collecting data and feedback.
 - Advocate for women's rights and entitlements at the district level.
 - Document and report district-level activities.
 - **Qualification & Experience:**
 - Master's degree in Social Work (MSW), MA in Sociology, or Master's in Rural Development (MRD)/Graduate
 - At least 3 years of experience in managing development projects
 - **Salary: 18,000.00 – 21,500.00 p.m.**
 - **Reporting to: HoD Program Sustainable Development**
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3. Documentation and Office Management- 1

- **Responsibilities:**
 - Maintain organized project records and data management systems.
 - Document activities and maintain a filing system for reports and surveys.
 - Provide administrative support to the coordination team.
 - Assist with the preparation of progress reports and document outcomes.
 - **Qualification & Experience:**
 - Bachelor's/Master's degree in Commerce, Business Administration (BBA), or any other relevant graduate degree.
 - Minimum 3 years of experience in office management and documentation.
 - **Salary: 20,000.00 – 22,000.00 p.m.**
 - **Reporting to: Program Coordinator & HoD Program Sustainable Development**
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4. Block Level Coordinator- 2

- **Responsibilities:**
 - Implement project activities at the block level.
 - Promote women's leadership and participation in decision-making.
 - Lead surveys to identify gender-related issues and entitlements.
 - Organize awareness campaigns and support advocacy for government schemes.
 - Monitor progress and provide updates to district coordinators.
 - **Qualification & Experience:**
 - Bachelor's degree in any discipline.
 - At least 2 years of experience working in developmental projects.
 - **Salary: 17,000.00 – 19,000.00 p.m.**
 - **Reporting to: Program Coordinator**
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5. Panchayat Level Coordination of Activities- 8

- **Responsibilities:**
 - Engage women and the community to promote leadership and decision-making.
 - Facilitate training and capacity-building for women at the panchayat level.
 - Support women's advocacy for gender equality and justice in panchayat decisions.
 - Monitor and report progress, addressing any issues related to women's rights.
 - Collaborate with panchayat functionaries to ensure gender-responsive policies.
 - **Qualification & Experience:**
 - 12th Pass/ Bachelor's degree in any discipline.
 - At least 2 years of experience working in developmental projects.
 - **Salary: 10,000.00 – 11,500.00 p.m.**
 - **Reporting to: Program Coordinator**
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- *Interested candidates are invited to send their biodata along with the job application to hr@janvikassamiti.org.*
- *The last date for submitting applications is 15-02-2025.*
- *Shortlisted candidates will be contacted for a virtual or in-person interview.*

For any details call: +91 9005438108