

# JAN VIKAS SAMITI – VARANASI

## Vill.& Post- Mordaha-Varanasi

### VACANCY ANNOUNCEMENT — MULTIPLE POSITIONS

**Date of Announcement:** 10-07-2026

#### Programme Overview

The project aims to strengthen women's leadership in 40 selected Gram Panchayats by promoting their active participation in local governance and decision-making. It empowers women to identify and address issues affecting their rights and well-being, raise community awareness, and advocate for the effective implementation of government programmes, enabling them to play a more influential role in inclusive and accountable local governance.

**The following posts are open under the project:**

#### 1. Programme Coordinator 1 Position

##### 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:** Rs. 25,000.00 – 29,700.00 per month (CTC) -(Based on qualifications and experience)

**Reporting to:** HoD Programs

#### 2. District Level Coordinator -1 Position

##### 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:** Rs. 20,000.00 – 25,000.00 per month (CTC) -(Based on qualifications and experience)

**Reporting to:** Program Coordinator/HoD Programs

### 3. Documentation and Office Management -1 Position

#### Responsibilities

- Maintain organised 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:** Rs. 15,000.00 – 15,000.00 per month (CTC) -(Based on qualifications and experience)

**Reporting to:** Programme Coordinator

### 4. Block Level Coordinator — 2 Positions

#### 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.
- Organise 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:** Rs. 20,000.00 – 22,000.00 per month (CTC) -(Based on qualifications and experience)

**Reporting to:** Programme Coordinator

### 5. Panchayat Level Coordination of Activities - 8 Positions

#### 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:** Rs. 12,000.00 – 14,000.00 per month (CTC) -(Based on qualifications and experience)

**Reporting to:** Programme Coordinator

#### How to Apply

- Interested candidates are invited to send their biodata along with the job application to [hr@janvikassamiti.org](mailto:hr@janvikassamiti.org).

- The last date for submitting applications is 25-07-2026.
- Shortlisted candidates will be contacted for a virtual or in-person interview.