

Post 1 . Shramajivi Mahila Samity (SMS, Jamshedpur, Jharkhand) seeks to fill the following full-time positions on a contractual basis (initially for a period of 1 year) to be placed at various levels. The positions are:

Project Coordinator for the project on “Addressing the impact of discrimination faced by single women in the Covid pandemic through sustainable livelihoods in Jharkhand” funded by IMSweden

Female candidates will be preferable.

Qualification: - Masters in Social Science or Rural development with an experience of at least 5 yrs. on the issues of Gender & livelihood (women & land Rights).

Besides this the candidate must have skills of: -

1. **Mobility flexibility in all districts/ blocks in Jharkhand (especially rural areas).**
2. **Fluency in English and Hindi (Read and Write)**
3. **Clear concept of gender and feminism.**
4. **Strong documentation work.**
5. **Expertise to work with Govt. Officials and Media.**
6. **Written & communication skills.**
7. **Computer proficient.**
8. **Experience candidates worked with CSO & Govt. will be given preference.**

Details of Position

Sl. No	HR	No. of vacancies	Monthly	Annually (Rs.)
1	Project Coordinator	1	30,000	3,60,000

Post 2. Institutions Building Coordinator under

Project on “Addressing the impact of discrimination faced by single women in the Covid pandemic through sustainable livelihoods in Jharkhand” funded by IMSweden

Qualification: - Masters in Social Science or Rural development with an experience of at least 5 yrs. on the issues of Institution building, Gender & livelihood (workers’ rights & livelihood).

Besides this the candidate must have skills of: -

1. **Mobility flexibility in all districts/ blocks in Jharkhand (especially rural areas).**
2. **Fluency in English and Hindi (Read and Write)**
3. **Strong MIS & documentation (digitally) work**
4. **Expertise to work with Govt. Officials**
5. **Written & communication skills**
6. **Computer proficient**
7. **Experience candidates worked with CSO & Govt. will be given preference.**

Sl. No	HR	No. of vacancies	Monthly	Annually (Rs.)
2	Institutions Building Coordinator under	1	20,000	2,40,000

Post 3. Project on “Addressing the impact of discrimination faced by single women in the Covid pandemic through sustainable livelihoods in Jharkhand” funded by IMSweden

Qualification: - Masters in Social Science or Rural development with an experience of at least 5 yrs. on analyzing field data and processes, conducting field studies, attending workshops, and networking with various experts.

Besides this the candidate must have skills of: -

1. Mobility flexibility in all districts/ blocks in Jharkhand (especially rural areas).
2. Fluency in English and Hindi (Read and Write)
3. Strong MIS & documentation (digitally) work
4. Expertise to work with Govt. Officials
5. Written & communication skills
6. Computer proficient
7. Experience candidates worked with CSO & Govt. will be given preference.

Sl. No	HR	No. of vacancies	Monthly	Annually (Rs.)
3	Linkage Networking & Convergence Facilitator	1	20,000	2,40,000

Post 4. Community Facilitator

There are 2 positions of Panchayat Facilitators in the project “Addressing the impact of discrimination faced by single women in the Covid pandemic through sustainable livelihoods in Jharkhand” and these would be based in Dumaria (2) block of East Singhbhum district.

Eligibility:

- She/ he should have a minimum of 3 years of experience in social work, community mobilization and institution building.
- Should be graduate/ intermediate with relevant work experience of working in a civil society organization
- Preferably should have command over the local dialect/ language
- Strong community mobilization skills

Sl. No	HR	No. of vacancies	Monthly	Annually (Rs.)
4	Community Facilitator	2	10,000	1,20,000

Post 5. Accountant

Candidate should be at least Masters in Commerce with working knowledge of Tally & Taxation. He/ She should have sound knowledge of Finance, Accounts, Budgeting, Income Tax, FCRA 2020 rules, and other miscellaneous things related to finance. Minimum 5 years of experience is a pre-requisite in the NGO sector. Salary will be negotiable by mutual consent.

Post 6. Office Assistance-

He/she should be a graduate (preferable Commerce/Science) with relevant work experience of working in a civil society organization have Responsible for all official work i.e., maintenance of files, Bank related, TDS, Procurement & purchasing, stock maintenance, maintaining the official Gadgets & Device and Computer proficient, **etc. Salary will be negotiable by mutual consent.**

Application Process

- Eligible candidates interested in these positions are requested to apply to by submitting their updated CV.
- Completed applications in given Performa should be sent to Shramajivi@yahoo.co.in, Closing date: 25 July 2022
- Only Shortlisted candidates will be intimated of the interview.
- SMS is an equal opportunity employer; Single women and the differently-abled are particularly encouraged to apply.

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