

# Gramya Vikash Mancha (GVM)

(A society, registered under Society Registration Act XXI of 1860)

Head office: - Village: Kardaitola, P.O: Barbari, PIN: 781351, District: Nalbari, Assam

## Vacancy Announcement

Announcement No: GVM/ VA/external/01/2020

Gramya Vikash Mancha (GVM) is a non-profit organization working with the excluded section of society in rural areas of Assam with a vision “To create a peaceful, Prosperous, egalitarian and exploitation free society in every village”. GVM is working intensively in Assam and neighbouring states to ensure livelihood promotion, disaster risk reduction & response, social empowerment and child rights & education of the vulnerable and marginalised population of the area.

Applications are invited from eligible candidates for filling up different positions under a project to be implemented in Nalbari, Baksa, Kamrup and Barpeta district of Assam.

### **How to apply:**

Candidates have to apply at GVM Recruitment portal. Link is available at [www.gvmassam.org](http://www.gvmassam.org). No other mode of application will be accepted.

### **Selection procedure:**

Shortlisted candidates will appear in preliminary personal interview via video conferencing. Candidates selected in preliminary personal interview will have to appear in final round of personal interview. The final round of personal interview will be in face to face manner in GVM head office in Barbari, Nalbari.

### **Important dates:**

Opening date of application	17 <sup>th</sup> July 2020 (3.00 PM)
Last date of application	20 <sup>th</sup> July 2020
Date of preliminary personal interview (Video conference)	24 <sup>th</sup> , 25 <sup>th</sup> July 2020
Date of final personal interview (Face to face)	29 <sup>th</sup> July 2020
Announcement of selection	31 <sup>st</sup> July 2020

### **Note:**

GVM reserves all rights to postpone, cancel - part or whole of the announcement; modify – terms, requirement, duration of engagement based on reasonable situation. GVM shall not be liable to disclose any reason to anybody in such situation.

## **Name of positions and job description**

### **1. Project Manager**

**Total Position: 1**

**Eligibility:** Post Graduate degree in any subject of Social Sciences (Sociology &MSW preferable)/ Master in Business Administration/ M.Com with at least three years experiences of managing developmental projects on Education/ adolescent Health.

**Work Location:** The Project will be implemented in 75 villages in 12nos community development Blocks in Nalbari, Kamrup (Rural), Baksa & Barpeta district of Assam. Project Manager will have to coordinate and manage all process and programs from head office of GVM, situated at Village Kordoitola, P.O: Barbari in Nalbari district of Assam.

**Nature of engagement:** Initial recruitment will be for a period of 11 months which is renewable based on performance. There will be a probation period of 2 months.

**Reports to:** Assigned Authority of Gramya Vikash Mancha

**Honorarium: INR 32,000/- per month.**

**Key functions:**

- A. Manage day to day activities of the project, both financial and non-financial , in close coordination with project staff, volunteers as well as higher authority and supporting agency
- B. Inform updates of all process and programs to Gramya Vikash Mancha and supporting agency at specified time.
- C. Establish and keep close liaison with Government departments in Block level, District level and State level authorities.
- D. Conduct data analysis and Management Information System (MIS) and prepare report for review and reporting to funding agency periodically.
- E. Guide, motivate and facilitate project staff.
- F. Prepare monthly action plan and need base action plan , review performance of project staff
- G. Conduct participatory planning, analysis, monitoring and review of program and process of progress of the project.

**Job Responsibilities:**

- A. Responsible for proper functioning of the project as per guidelines and plan of action described in the DPR.
- B. Responsible for achievement of project deliverables as per the targets.
- C. Responsible for organizing Planning, Review and Monitoring meeting among staff at regular intervals.
- D. Responsible for strengthening network among different stakeholders, liasoning with different development actors.
- E. Monitor all process and intervention, ensure quality and take follow up action.
- F. Timely reporting to authority, supporting agency as per guidelines and direction.
- G. Prepare monthly program performance update, collect data, information and submit as per requirements of the project.
- H. Identify capacity gaps area among staff, organize staff capacity development program.
- I. Plan, organize and coordinate meetings, visits of executive members, representative of supporting agency, associated stakeholders.
- J. Responsible for proper utilization of project fund within stipulated time , as per guidelines and policies of GramyaVikash Mancha
- K. Any other support as required and discussed with the organization head and the rep of the Trusts for the project.

**Required knowledge, skill and abilities:****Job Requirements**

In depth knowledge on social sector and understanding is essential on adolescent issues like Health, Education, and protection. Good Knowledge on various government schemes and service on adolescent issues. Proficiency in use and operating Computer, comfortable in reading, writing& speaking English as well as good knowledge of local language (Assamese preferably), Communication and report writing skills, overall management capacity and leadership quality, ability to manage, guide & facilitate team work, ability to work in rural areas, work with Adolescent groups and students. Willingness to take extensive travelling, strong motivation to achieve targeted outcome is essential.

## 2. District Coordinator:

**Total Position:** 3

**Eligibility:** Post Graduate degree in any subject of Social Sciences/ M.Sc. / M.Com/ MBA with at least two years experiences of working in developmental projects, preferably on aspects like education & health.

**Work Location:** The Project will be implemented in 75 villages in 4 districts covering 12 blocks. We are looking for candidates in Nalbari, Kamrup and Baksa district.

**Nature of engagement:** Initial recruitment will be for a period of 11 months which is renewable based on performance. There will be a probation period of 2 months.

**Reports to:** Project Manager

**Honorarium:** Honorarium: INR 21,000/- per month.

### **Key functions:**

- A. Assist Project Manager in planning and managing day to day activities of the project.
- B. Manage day to day activities primarily related to community mobilization, capacity building of selected adolescent groups, leading the training component at field level of the project in close coordination with Project Manager and other project staff.
- C. Inform updates of all process and programs to Project Manager and authorized person of Gramya Vikash Mancha.
- D. Work as per quarterly/ half yearly & annual action plan and need base action plan by the project manager.
- E. Support in participatory planning, analysis, process of delivery at block level of concerned districts.
- F. Visit project area regularly and contact other locations staff as per project need.
- G. Overall in role of facilitating the selected activities of community mobilization, capacity building of collectives at allotted villages. Coordinate and support the project team in organizing Adolescent Centric activities, promotion of learning centre, promoting forearm in allotted villages.
- H. Makes sure all training logistics, programmaterial preparation are uptodate.
- I. Monitors data collection in MIS and report about the program progress to project manager.
- J. Share regular training updates from the field to the project manager.

**Job Responsibilities:**

- A. Responsible for planning and organizing mobilization, capacity building & training program as per guidelines and plan of action of the project.
- B. Responsible for qualitative and quantitative achievements of the project deliverables as per targets within the role. Capacities building of adolescent groups on adolescent issues like education, health, rights of protection.
- C. Responsible for ensuring quality at implementation and take follow up action on field activities.
- D. Timely reporting to authority, project manager and other staff as per guidelines and need.
- E. Share monthly program performance update, collect data, information and submit as per requirements to the project manager.
- F. Collect necessary information, resources and data and develop, compile resource materials required for conducting training.
- G. Support and contribute in the documentation of process and outcome and plan necessary follow up action to achieve desired outcome
- H. Participate in interface program with district and state level authorities.
- I. Linking community/ adolescent group to government schemes and services through line departments.

**Required knowledge, skill and abilities:****Job Requirements**

Ability to mobilized adolescents group in rural areas for delivering support and educating them in aspects like education & health, effectively organize and coordinate trainings programs among adolescent groups, in depth knowledge and understanding on issues related to adolescent like health, education & protection. Proficiency in use and operating Computer, read, write and speaking English as well as in local language (Assamese), communication and report writing skills, leadership quality, ability to support, facilitate team work, ability to work in rural areas , work with adolescent group/ students, willingness to extensively travel in rural areas/ programs at state level/ national level is essential.

### 3. Facilitator:

**Total Position:** 7

**Eligibility:** Graduation in any discipline with at least 55% average marks from HSLC to graduation. Candidate should have B. Ed/ D. El. Ed. Candidates with experience in development projects in Education will be preferred.

**Work Location:** Positions are vacant in these development blocks of Nalbari, Kamrup, Baksa and Barpera district- Pub Nalbari, Paschim Nalbari, Barbhag, Barkhetri, Rangia, Hajo, Kamalpur, Tamulpur, Nagrijuli, Dhamdhama, Barpeta and Sarukhetri

**Nature of engagement:** Initial recruitment will be for a period of 11 months which is renewable based on performance. There will be a probation period of 2 months.

**Reports to:** District Coordinator

**Honorarium:** INR 15,000/- per month

**Key functions:**

- A. Assist district coordinate and project manager and or designated authority in planning and managing day to day activities of the project.
- B. Manage day to day assigned activities of the project in close coordination with district coordinator.
- C. Inform updates of all process and program to District Coordinator, project manager and authorized person of Gramya Vikash Mancha.
- D. Prepare monthly action plan and need base action plan , monthly activity reports at specified time

**Job Responsibilities:**

- A. Responsible for planning, direct support to the target group, knowledge building and dissemination & organizing program in assigned villages as per guidelines.
- B. Responsible for sharing and disseminating knowledge, ideas, skill on adolescent issues like education, protection & health related to adolescent girls, students of assigned villages.
- C. Responsible for assisting district coordinators at assigned villages for Community mobilization, Networking and advocacy, Knowledge building and dissemination, Resource mobilization among mother's group, adolescent groups in rural areas.
- D. Responsible for achievement of project deliverables as per the targets of the Job.
- E. Responsible for ensuring quality.
- F. Responsible for timely reporting to authority, as per guidelines and direction.

- G. Prepare monthly program performance update, collect data, information and submit as per requirements of the project.
- H. Monitor, review and documentation of process and outcome , plan and execute necessary follow up action to achieve desired outcome
- I. Collects data, maintains MIS and reports in the required formats.
- J. Maintains log books of adolescent activities
- K. Day to day interaction with adolescent groups, mother's group by conducting health screening and counseling camp, Adolescent Centric Reflection Exercise and Organize knowledge Connectivity Camp.

**Required knowledge, skill and abilities:**

**Job Requirements**

In depth knowledge and understanding on issues related to adolescent issues like education, health & protection. Proficiency in use and operating Computer, read, write and speaking in local language, communication and report writing skill, leadership quality, ability to manage, guide and facilitate team work, ability to work in rural areas , work with teachers and students, willingness to extensive travel is essential. Good communication skills and presentation skills, competency in handling developmental projects, capable of intensive travelling in rural areas of allotted district.

#### **4. Counselor:**

**Total Position: 2**

**Eligibility:** Post Graduation in Psychology, counseling, life skill education with 55 % marks & working experiences in counseling and working in developmental projects, Government flagship programs, State level projects etc.

**Work Location:** Will be primarily posted in GVM Head office but will have to travel in project area on regular basis.

**Nature of engagement:** Initial recruitment will be for a period of 11 months which is renewable based on performance. There will be a probation period of 2 months.

**Reports to:** Project Manager

**Honorarium: INR 17,000/- per month**

#### **Key functions:**

- A. Assist Project Manager and other staff in Capacity building process and programs.
- B. Actively engage in counseling support for knowledge building and dissemination.

#### **Job Responsibilities:**

- A. Responsible for providing Counseling support to the adolescent through telephone and in person visits (Home visits).
- B. Responsible for rehabilitation through organizing counseling camp, sensitization program support to adolescent groups for resolving issues related to education, health & protection.
- C. Responsible for collecting case study, outcome analysis, monitoring and compilation of the same.
- D. Linking vulnerable adolescent with specialized professional like doctors, Psychiatric etc. Also, availability for 24\*7 (Support for physical and mental health of vulnerable adolescent) for reaching in emergency.

#### **Required knowledge, skill and abilities:**

#### **Job Requirements**

Proficiency in read, write and speaking in English as well as local language (Assamese is preferable), Good communication skills is mandatory, ability to break down tasks and work accordingly, willingness to extensive travel in rural areas of selected districts in desired.

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