

VIKSAT, Ahmedabad requires Programme Officer

VIKSAT (Vikram Sarabhai Center for Development Interaction) established in 1977, is an institution of the Nehru Foundation for Development (NFD), Ahmedabad. VIKSAT, engaged in promotion of participatory management of natural resources, believes that goal of sustainability in natural resources development and management can be achieved through decisive participation of the local communities aided by enabling role of the government agencies. VIKSAT is implementing sustainable Natural Resource Management (NRM) and livelihood activities through its field offices in five districts of Gujarat. VIKSAT is also working with NGO partners in Gujarat and other states of India.

VIKSAT is looking for a young and dynamic development professional who will be primarily responsible for documentation, communication and networking.

Work Profile

This is a middle management level position. The person will be required to independently handle responsibilities, which include:

- Development of IEC material for VIKSAT programmes
- Preparing and updating corporate communication including annual reports, brochures, websites, social media, capability statement, announcements, etc.
- Process documentation including photo, video, audio documentation, project progress reports
- Writing case studies, success stories, status briefs, presentations, minutes of meetings
- Prepare communication plans and their execution to showcase VIKSAT's work to key stakeholders
- Liaison with different stakeholders related to VIKSAT' work
- Provide support to the program teams and VIKSAT partners at respective field locations for communication, documentation and dissemination
- Plan and organizing high quality events for showcasing VIKSAT work
- Liaison and follow up with the communication teams of partner organizations
- Support proposal writing, presentation and fund rising
- Support project planning, implementation and coordination
- Represent the organization in various meetings and other forums
- Timely submission of proposals, reports and project documentation

Qualification & Experience

Post Graduate with minimum three years post qualification work experience or an equivalent combination of education and relevant experience; preferably in development communication, journalism, rural management, social work, development studies, English literature or related field. Should have sound understanding of sustainable development and rural livelihoods issues.

Experience of project documentation, developing IEC material, preparing case studies, good interpersonal and management skills required. Relevant experience in the NGO/development sector, especially in the field of sustainable development, NRM, livelihoods, water & sanitation, sustainable agriculture, capacity building of people's institutions, etc. preferred. Comfort with computer applications and internet a must. Should be willing to work under challenging conditions and have a strong commitment to quality. Fluency in English and Gujarati is essential. Experience in proposal development, corporate communication and fund raising is desirable.

Salary

Consolidated salary in the range of Rs. 35000 to 40000 per month, depending on qualification and relevant experience. Selected candidate will be offered fixed term appointment, initially for a period of one year; extendable based on performance.

The position is based at Ahmedabad. However, the work would involve travel within Gujarat and also to other States. The candidates should be willing to travel as required.

How to apply?

- Interested candidates should send a covering letter explaining why they should be considered for the position along with latest resume.
- Clearly indicate your last drawn salary and expected minimum salary in the application.
- These are immediate requirements. Hence, applications are being considered on rolling basis till suitable candidates are found.
- Clearly indicate the post applied for in the subject line of your email application.
- Only shortlisted candidates will be contacted. No inquiries over phone/mail please.

Please send your applications to

VIKSAT, Nehru Foundation for Development, Thaltej Tekra, Ahmedabad - 380054

Or email it to: viksat.jobs@gmail.com