

Organisation: Ekjut is a non-profit voluntary organization of India. It's partnering communities are the indigenous people, people living in the underserved districts and the urban deprived communities. Ekjut works on the theme of Survive, Thrive and Transform. For more details about the organisation, please visit the website <http://www.ekjutindia.org/>.

1. Position: Cluster Coordinator (CC)

No. of Vacancies: 02

Posting Location: 01 vacant position for Jashpur block, Jashpur district, Chhattisgarh and 01 vacant position for Chainpur block, Gumla district, Jharkhand.

Remuneration: Ekjut offers a competitive package of remuneration, based on the candidates' experience and credentials.

Eligibility Criteria:

1. Must be in the age group 30-45 years.
2. Master's degree in Social Work/Social Studies/Public Health/MBA-Rural Management from a reputed institute.
3. Minimum 3-4 years of experience **post-qualification** of leading a team on Nutrition/Health/Sanitation related programmes at block/district level.
4. Must be willing to serve the community with work experience in community-based programmes, preferably in the sector of health and nutrition.
5. Experience of planning and executing district to village level operations with Government/Donor/NGO supported programmes with minimum supervision.
6. Must be having prior experience of coordinating with district administration, civil society organizations and participated actively in district level committees and other forums.
7. Ability to engage with different stakeholders at the district level to coordinate, manage and report and address issues of the project.
8. Prior experience of using online MIS Systems and its analytics in programme implementation
9. Must have working knowledge of accounts and bookkeeping and MS Office.
10. Must have good communication skill, especially in local language.

Job Descriptions:

The CC will be overall in charge of the crèche implementation across the block.

1. The CC will coordinate with different line at block /district level for the smooth functioning of the crèches.
2. S/he will lead the crèche supervisors at the block level and will oversee the day-to-day operations
3. S/he will provide supportive supervision and monitor crèche supervisors and crèche workers in crèche operations, such as training and logistics, reviews, anthropometry, MIS, community participation activities, convergence activities & streamlining service delivery.
4. S/he will report and investigate the cases under the provision of The POCSO Act, 2012 in coordination with the appropriate district-level officials.
5. Support crèche coordinators in the documentation of the programme.
6. Any other responsibilities given by the organisation for program and organizational development.

2. Position: Training Coordinator

No. of Vacancies: 02

Posting Location: 01 vacant position for Jashpur block, Jashpur district, Chhattisgarh and 01 vacant position for Chainpur block, Gumla district, Jharkhand.

Remuneration: Ekjut offers a competitive package of remuneration, based on the candidates' experience and credentials.

Eligibility Criteria:

1. Must be in the age group 25-40 years.
2. Must have 5 years of professional experience (**post-qualification**) of training and graduation in any discipline.

Job Descriptions:

1. Involved in developing training manual for creche.
2. Train different methods of creche team of Ekjut and other partners.
3. Willing to travel extensively within and outside of the concerned state.
4. Make training report.
5. Support the Program Manager and Capacity Building Manager in training activities.
6. Do other activities as requested by the organisation.

3. Position: Admin cum Logistics Officer

No. of Vacancies: 02

Posting Location: 01 vacant position for Jashpur block, Jashpur district, Chhattisgarh and 01 vacant position for Chainpur block, Gumla district, Jharkhand.

Remuneration: Ekjut offers a competitive package of remuneration, based on the candidates' experience and credentials.

Eligibility Criteria:

1. Must be in the age group 25-50 years
2. Must have 5 years of professional experience (**post-qualification**) of accounts management and graduation in any discipline.
3. Competency in usage of IT tools including proficiency in MS Office suite
4. Must have through knowledge of accounts and bookkeeping.

Job Descriptions:

1. Procurement of items of Capital Expenditure and Operational Expenditure as given in the Budget Document as per the specification, unit cost and total cost.
2. Monitoring and documentation of expenditure, logistics and travel
3. Support programme team in organising training and review meeting
4. Day to day accounting and cash reconciliation.
5. Documentation of invoices related to programme activities
6. Maintain the staff personal files
7. Reporting to the Programme Coordinator
8. Any other relevant work that may be included during the negotiations or as directed by the Client.

Skills required for all positions:

- Highly motivated, willing to learn, good team work, service-oriented and able to work under high pressure and within a limited time frame.
- The candidate should possess excellent communication and interpersonal skills, strong writing skills, analytical and problem-solving skills and proficiency in MS Office, Excel, and Power point.
- Shall have excellent supervision, coordination & monitoring skills.
- Ability to undertake & deliver on the above responsibilities and tasks.
- Excellent documentation, reporting and presentation skills
- Flexibility and the ability to work effectively in a team and cope with pressure and challenges.
- A good team player and willing to work in a Multidisciplinary and Multicultural Team.
- Excellent communication and presentation skills in English and Hindi.

Other:

- Eligible applicants who are HIV-affected, women, and/or belonging to sexual/gender minority populations are encouraged to apply.
- Applications are received on rolling basis until fulfilled. Only shortlisted applicants will receive a response from Ekjut HR (Human Resources).
- Kindly apply ONLY for position you are most suited for, applying for multiple positions is discouraged.

Interested candidates can submit their application with a covering note, mentioning the position s/he is applying for in the subject line on email: ekjuthr@gmail.com till 26th September, 2023.