

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/>.

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

Total No. of Vacancies: 11

1. Position: Divisional Coordinator
Location: East Singhbhum / Saraikela

No. of Vacancy: 01

Job Descriptions:

- Overall coordination of program including implementation in **two districts** and extending support to the team in the districts and region/division as and when required.
- Regular liaison and coordination with the concerned government departments (Health, ICDS, Food and Civil Supplies, service delivery etc.) and key officials (DCs, CSs, DSWOs, DPMs, DPCs etc.) in allotted districts, foster partnerships and facilitate close and effective relationship with them.
- Lead regular capacity building of internal team and concerned government counterparts in programmatic and operational areas as guided by senior team for ensuring proper coverage and quality of the program.
- Represent the organization at district level and build strong network with other CSOs at the regional and district level.
- Ensure regular project reporting, data input in project MIS and other online platforms through government system and sharing of data analysis with stakeholders as per the program plan.
- Organise and participate in regular review and share programmatic and other updates at district and state level using government platforms as well as at project level.
- Conduct regular field visits to provide quality support to NHM/ICDS and project team.
- Participate in capacity building activities planned in the project and by government departments at district and state level.
- Any other responsibilities given by the organisation for program and organizational development.

Eligibility Criteria:

Desired Qualification: Candidates with minimum Post Graduate degree/master's degree from any reputed Institution/ Universities preferably in Social Work, Sociology, Social Science, Rural Development, Public Health, Health Administration or any other relevant field will only be considered.

Work Experience:

- Must have minimum 5 years of **post-qualification** work experience in the relevant field experience below 5 years (post Masters'/PG degree) will not be considered. Experience during education/as part of course curriculum will not be considered as full-time work experience
- Should have worked in development/social sector in public health.
- Experience of working with the Govt. and of collaborating with multiple stakeholders and partners will be an advantage.

2. Position: District Coordinator
Location: Chatra, Simdega, Jamtara

No. of Vacancies: 03

Job Descriptions:

- Overall coordination, technical and quality support in program implementation in **one district**.
- Extend support to district and subdistrict level NHM and ICDS team by guiding, mentoring and capacitating them for quality program implementation.
- Regular liaison and coordination with the concerned government officials at district and subdistrict level (NHM, ICDS.)
- Develop and strengthen strong liaison with district and subdistrict government functionaries, CSOs, forums etc.
- Represent the organization at the district and subdistrict level and develop strong network.
- Ensure timely and accurate reporting (data as well as programmatic) as per the program requirement.
- Ensure quality and timely implementation of activities in the assigned districts, in line with the project design and plan.
- Organize and participate in regular review and share programmatic and other updates at district and state level using government platforms as well as at project level.
- Conduct regular field visits and ensure quality in program implementation.
- Participate in capacity building activities planned in the project and by government departments at district and state levels.
- Any other responsibilities given by the organisation for program and organizational development.

Eligibility Criteria:

Desired Qualification: Candidates with minimum Post Graduate degree/master's degree from any reputed Institution/ Universities preferably in Social Work, Sociology, Social Science, Rural Development, Public Health, Health Administration or any other relevant field will only be considered.

Work Experience:

- Must have minimum 5 years of **post-qualification** work experience in the relevant field experience below 5 years (post Masters'/PG degree) will not be considered. Experience during education/as part of course curriculum will not be considered as full-time work experience
- Should have worked in development/social sector in public health.
- Experience of working with the Govt. and of collaborating with multiple stakeholders and partners will be an advantage.

3. Position: Program Officer

No. of Vacancies: 02

Location: Ranchi

Job Descriptions:

- Regular coordination and liaising with the concerned government departments, institutions and other development agencies.
- Foster Partnership and facilitate strong working relationship with state level government officials especially health and ICDS department.
- To provide strategic input to program team in realizing the objectives of the program on regular basis.
- Coordinate project and system level data analysis and its sharing with project team, concerned government officials and sharing at appropriate forums.
- To develop operational strategy and provide regular input to the project team to ensure coverage and quality of project activities as per plan.
- Update management team on the overall progress in her/his respective areas, take required directions and provide inputs for effective program planning and quality implementation.
- Provide input to the senior management in development of project plan and take guidance on strategies and issues related to project.
- Develop and nurture collaborations with health and ICDS state and district officials through regular meetings and update them on progress regularly.
- In collaboration with concerned government agency/officials and in consultation with senior team develop workplan, program strategies and get necessary approvals from concerned department/officials.
- Provide inputs related to assign responsibilities in preparation of project report and organize/conduct project reviews with team members.
- Be updated on field situations through field visits on regular basis coordinating with concerned team members, identify issues and liaison with concerned officials for addressing the same.
- Documenting cases, capturing voices from the field and generating publishable material.
- Any other responsibilities given by the organisation for program and organizational development.

Eligibility Criteria:

Desired Qualification: Candidates with minimum Post Graduate degree/master's degree from any reputed Institution/ Universities preferably in Social Work, Sociology, Social Science, Rural Development, Public Health, Health Administration or any other relevant field will only be considered.

Work Experience:

- Must have minimum 5 years of **post-qualification** work experience in the relevant field experience below 5 years (post Masters'/PG degree) will not be considered. Experience during education/as part of course curriculum will not be considered as full-time work experience
- Should have worked in development/social sector in public health.
- Experience of working with the Govt. and of collaborating with multiple stakeholders and partners will be an advantage.

4. Position: Trainer

No. of Vacancies: 02

Location: Ranchi

Job Descriptions:

- Organise, plan and facilitate quality trainings as per the program requirement for team members and stakeholders at state, district and sub district level in close coordination with NHM team and concerned officials.
- In coordination with state and district program teams, develop training plan, prepare the content and conduct trainings as per plan.
- Assess the quality of training in cascade approach and ensure that all the learning objectives as per the program and particular training are achieved.
- As a team, develop a training calendar for the program in consultation with senior team members.
- As a training resource group develop new tools, audio visual aids, methodology, schedules as per requirement of the program in consultation with technical team members.
- Develop manuals related to different capacity building areas in consultation with other team members.
- Preparation of training reports, trainee assessment report, training process document and other documentation as per the project requirement.
- Develop understanding and skill of program implementation team on project as well as other related aspects on a regular basis.
- Develop and enhance own understanding and skills on critical program areas – participatory community engagement (PLA), Home visit component, service improvement aspect, ICDS program, service delivery structure and mechanism etc. and update self with the latest development on all.
- Any other responsibilities given by the organisation for program and organizational development.

Eligibility Criteria:

Desired Qualification: Candidates with minimum Post Graduate degree/master's degree from any reputed Institution/ Universities preferably in Social Work, Sociology, Social Science, Rural Development, Public Health, Health Administration or any other relevant field will only be considered.

Work Experience:

- Must have minimum 5 years of **post-qualification** work experience in the relevant field experience below 5 years (post Masters'/PG degree) will not be considered. Experience during education/as part of course curriculum will not be considered as full-time work experience
- Should have worked in development/social sector in public health.
- Experience of working with the Govt. and of collaborating with multiple stakeholders and partners will be an advantage.

5. Position: Program Support Officer

No. of Vacancy: 01

Location: Chakradharpur

Job Descriptions:

- Extend required support to senior and state team for effective program implementation in Learning block and technical support for scale up.
- Responsible for coordinating with all team members responsible, gather required information and collate it.
- Analyse field information on regular basis and share the analysis with senior and state team members.
- Provide insights and critical inputs from program coverage and quality perspective for review, planning and strategy development.
- Extend operational support to all team members for smooth implementation of project activities.
- Any other responsibilities given by the organization for program and organizational development.

Eligibility Criteria:

Desired Qualification: Candidates with minimum Post Graduate degree/master's degree from any reputed Institution/ Universities preferably in Social Work, Sociology, Social Science, Rural Development, Public Health, Health Administration or any other relevant field will only be considered.

Work Experience:

- Must have minimum 5 years of **post-qualification** work experience in the relevant field experience below 5 years (post Masters'/PG degree) will not be considered. Experience during education/as part of course curriculum will not be considered as full-time work experience
- Should have worked in development/social sector in public health.
- Experience of working with the Govt. and of collaborating with multiple stakeholders and partners will be an advantage.

6. Position: Program Support Coordinator

No. of Vacancy: 01

Location: Ranchi

Job Descriptions:

- Extend required support to field team for effective program implementation in Learning block and technical support in scale up.
- Coordinate/assist program support officers and program team in operation processes.
- Coordinate/assist in collation of information on regular basis and share with program support officers.
- Coordinate/assist the program team in office related work, organizing meetings, reviews and trainings and for smooth day to day functions
- Any other responsibilities given by the organization for program and organizational development.

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

Eligibility Criteria:

Desired Qualification: Candidates with minimum Post Graduate degree/master's degree from any reputed Institution/ Universities preferably in Social Work, Sociology, Social Science, Rural Development, Public Health, Health Administration or any other relevant field will only be considered.

Work Experience:

- Must have minimum 01 year of **post-qualification** work experience in the relevant experience below 01 year's Graduate will not be considered. Experience during education/as part of course curriculum will not be considered as full-time work experience
- Should have work experience in program's logistical finalisation and due diligence of vendors at field level.
- Should have very good working experience in drafting and managing MIS.
- Experience of working with the Govt. and of collaborating with multiple stakeholders and partners will be an advantage.

7. Position: Accounts Officer

No. of Vacancy: 01

Location: Chakradharpur

Job Descriptions:

- Compile and analyze financial information to prepare financial statements including monthly and annual accounts.
- Ensure financial records are maintained in compliance with accepted policies and procedures of the organisation.
- Ensure all financial reporting deadlines are met with different donor agencies.
- Assist in preparation of financial management reports.
- Assist in accurate and timely monthly, quarterly and year end close reports.
- Support in taxation issues.
- Develop and maintain financial data bases.
- Assist in financial audit preparation and coordination the audit process.
- Accurate and appropriate recording and analysis of funds and expenses.
- Analyse and report on project operations including available fund and expenditure trends, financial commitment.
- Maintenance of all registers mandate in the financial guidelines.
- Develop cordial relation with the project staffs.
- Any other work assigned by the Management Team.

Eligibility Criteria:

Desired Qualification for Accounts Officer: Must be a Graduate in Finance & Accounts. Undergraduate need not apply for any position.

Work Experience for Accounts Officer:

- Must have minimum 5 years of **post-qualification** work experience in the relevant field experience below 5 years (post Masters'/PG degree) will not be considered. Experience during education/as part of course curriculum will not be considered as full-time work experience
- Should have worked in development/social sector in public health.
- Experience of working with the Govt. and of collaborating with multiple stakeholders and partners will be an advantage.

Required Skills for all the 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 25th September, 2023.