

PROJECT OFFICER

No. of Vacancies: 1

Vikas Sahyog Pratishthan (VSP) is a registered non-profit organization taking up 3 years educational intervention i.e. Model School Project with the support of organization Plan India.

Duties and Responsibilities:

- Responsible for the overall implementation of the activities in the project.
- Supporting the community coordinators in identification and formation of Bal Swachhata Committee and wash champions.
- Liaise with School Authorities, Education Department / Government Officials for reporting on progress of work.
- Coordination with various staff involved in the project for proper assessments of schools.
- Documentation, maintenance of MIS and reporting of the progress work in the schools.
- Monitoring of the work and implementation of activities in the Schools.

Eligibility Criteria:

- MSW/ MA or any Social Science related Post Graduation
- 3 years of working experience in managing developmental projects.
- Must possess comprehensive understanding of the education system.
- Knowledge of local languages is mandatory (Marathi, English and Hindi) - communication and documentation.
- Have proficiency in all applications of MS Office, especially Word and Excel;
- Have good communication and report writing skills.
- Be willing to travel extensively.

Salary: INR 35,000/- per month (this includes PF contribution)

Location: Ahmednagar, MIDC area.

Interested candidates with relevant experience, e-mail their CVs along with a Covering letter to **HR Officer** at **hrvspindia@gmail.com** on or before **8th July, 2019**

Subject line should be – **Application for the post of Project Officer**