



Vacancy announcement **(Documentation Officer cum fundraiser)**

About NIRMAN:

NIRMAN a Developmental organisation began as an initiative from the group of youths who belong to the Denotified and Nomadic Tribes who studied in the field of social work. Following the concept of “**Pay back to society**” which was given by Dr. B.R. Ambedkar and having developed strong dedication and core competencies required to carry out result based work in the development sector, these youths formed NIRMAN in 2006. Their focus is on emancipation of the most discriminated communities, officially termed as the Nomadic Tribes (henceforth NT) and De-notified Tribes (henceforth DNT). The aim of NIRMAN is to empower NT and DNT and bring about social transformation and participatory democracy through education and democratic mobilization. NIRMAN believes in the principles of liberty, equality and fraternity for creating a just society.

Closing date of application: 16th July 2021 (Shortlisted candidates will be called for interview.)

Duties and Responsibilities of Documentation Officer cum fundraiser

- Powerpoint presentation.
- Preparation of case studies.
- Maintaining MIS.
- Willing to travel across for field visits.
- Coordination and communication between project teams.
- Report writing of project related training, workshop, meetings and programmes.
- Maintain proper documentation of project related work and activities.
- Developing different tools for research and studies.
- Data analysis and report writing.
- Developing IEC material for fundraising.
- Conducting meetings with different stakeholders.

Eligibility Criteria and Personal qualities required

- At least two year experience in development sector
- S/he must have masters degree in any discipline (preferably social science)
- Good communication, English report writing skills and documentation skills
- Adept at using MS word, Excel and Powerpoint for project reporting and monitoring

Salary: Salary will be negotiable as per the experience

How to apply: interested candidates please send a copy of your CV and a covering letter for the above position to: info.nirmanindia@gmail.com or Contact: 8605005957. For More details: www.nirmanindia.org.in