



Vacancy Announcement

Project Assistant

About NIRMAN:

NIRMAN a Developmental organisation began as an initiative from the group of youths who belong to the De-notified and Nomadic Tribes who studied in the field of social work. Following 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 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 (hence forth 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.

NIRMAN and Jansahas Foundation working in Collaboration from last one Decdes on MRC Project. Migrants Resilience Collaborative (MRC) project is a grassroots-led multi-stakeholder collaborative of nonprofit, philanthropic, and private sector actors focused on ensuring safety, security, and mobility for vulnerable migrant families across India. Therefore, NIRMAN is inviting applications for the post of Project Assistant.

We are growing at a fast pace by taking our Nirman Program to various other cities in Maharashtra. To know more about the Nirman program, take the virtual tour <https://www.nirmanindia.org.in/>

Closing date of application: 12/09/2021

Roles & Responsibility of Project Assistant:

- 1) Facilitate and monitor the implementation of planned activities and community level engagements.
- 2) Mobilize and facilitate the engagements of stakeholders during planning and development meetings, workshops and seminars.
- 3) Identify local level partners, support and facilitate the partnership in the implementation of planned activities.

- 4) Facilitate stakeholders and partners in supervision and monitoring of programmatic activities.
- 5) Support the collection and documentation of impact and success stories on monthly, quarterly, semiannual and annually.
- 6) Maintain and update MIS Database on a daily basis Documentation of evidence-based impact stories.
- 7) Training and capacity building
- 8) Planning, implementation and providing inputs to assistance.
- 9) Interface with different government departments and officials.
6. Helping and supporting to beneficiaries in the project.

Knowledge, Skills and Abilities

- 1) Computer skills (Typing Speed English 30 Marathi 40)
- 2) Partnering and engaging with stakeholders
- 3) Ability to work with minimal supervision.
- 4) Report writing skills English and Marathi
- 5) Passion for Migrant children.
- 6) Skills in Programming.
- 7) Ability to maintain effective working relationships at field level
- 8) Community Facilitation skills
- 9) Ability to meet deadlines and follow guideline

Eligibility Criteria and Personal qualities required

1. S/he must have masters' degree in any discipline (Preferably social science)
2. At least 2-year experience in Community Mobilization work is must
3. Good communication skill and ability speaks, write and listen well in Hindi, English and Marathi language.
4. S/he must be energetic and motivated individuals with a passion for the development
5. S/he must have knowledge about the labour laws.
6. Flexibility and willingness to adapt to fluctuating hours and duties

7. A team player, able to work and coordinate with others
8. Well-motivated, able to work alone or without supervision
- 9) s/he experts in computer

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 nirmanmrc@gmail.com or before 12th Sep. 2021

Contact: Rajendra Shendage – 9503478514

Note- Two whaler is Must

Work Location – Wagholi, Pune.

Shortlisted candidates will be call for interview

Address: NIRMAN Pune Office, Plot No. 07, No. D –25, Third Floor, Sadanand Apartment, Kasturba Housing Society, Tingarenagar Road, Vishrantwadi, Pune - 411015, Maharashtra – India.