



## Job description for multiple vacancies at Vikas Samvad

### Recruitment in Bhopal

#### **About Vikas Samvad Samiti**

Vikas Samvad Samiti (VSS) works as a Social Development, Capacity Building and Development Communication organization. Primarily it focuses on community-based interventions, evidence gathering and capacity building of community groups and a wide network of organizations engaged on thematic issues, including inter alia, child rights (especially nutrition, health, protection, and inclusion), with a special focus on food security, poverty and empowerment of women and children. It also has been playing the supportive roles for various Civil Society Organisations by endowing them with the requisite capacitation support on process documentation, publication, planning and coordination while also taking forward their constructive actions. Since the 2015, VSS has set itself up as the implementation organization and thereof successfully implementing programs on food and nutrition security. Of late VSS has emerged as a Resource Organization on the issues of Development Communication, CSO Support, Child Rights and Food-Nutrition Security.

The Vikas Samvad Samiti is looking for young and dynamic development professionals who will be responsible for the implementation of its project on strategic communication for development of organisations.

#### **About the Project:**

Over the years, VSS has been committed to supporting Indian CSOs, from grassroots level organizations to nation-wide networks, enabling them to make a significant impact in rural and vulnerable communities. With support from the EU and the WHH, VSS has facilitated extensive capacity building measures for civil society actors at various levels, on promoting community development, constructive dialogues with the governmental entities, and advocating for rights over natural resources as CSOs face multiple constraints such as negative perception about their internal governance as well as declining foreign funding, increasing regulatory and compliance requirements, projectized funding hampering innovation and institution – building, donor shift to technical/specialized and larger CSOs for scaling (rather than grassroots CSOs following an integrated approach to development), lack of means to invest in, adapt to digital/IT technologies, and the emergence of new and complex funding mechanisms.

The project is aimed in establishing a dynamic support system based on integrated collaboration to address the CSOs constraints and needs, enhancing governance, programming, advocacy, and fundraising. The ecosystem will help build more synergies with CSO networks working in thematic areas and donors for effective knowledge management and improved partnerships. The project will be implemented by three partners FMSF, SSK and VSS supported by WHH.

The objective of this project is to build the capacity of CSOs in strategic communication so that they can build their perspective and achieve the goals of the organization.

<b>Position</b>	<b>Job Title</b>	<b>Number of Vacancy</b>
1	Project Coordinator (Strategic Communication)	1
2	Associate Project Coordinator (Training, Research, Documentation and Networking)	4
3	Associate Account Coordinator	1

### **Post : Project Coordinator – Strategic Communication**

The Project Coordinator, will be responsible for Implementation of the project at National level. S/he will be based at Bhopal. S/he will work closely with the team at Vikas Samvad Samiti. S/He will be required to travel frequently to project areas for implementation and supervision of the project regularly.

#### **Responsibilities:**

- Overall lead the project.
- Coordination and support to development of training design, course, knowledge resource materials, module and manuals on strategic communication for knowledge building of CSOs.
- Coordination with team and other stakeholders of the project.
- Planning and Execution of project plan and responsible for training and capacity building of CSOs.
- Responsible for Review project plans and Monitoring of project progress.
- Coordination and Manage project documentation.
- Development of resource Pool
- Proposal making on strategic communication.

**Salary:** Rs. 50000 to 55000 per month (subject to taxation and other deductions, as applicable) Compensations shall be based on relevant experience and qualifications.

**Qualification:** Master's Degree/PG Diploma in Communication/Journalism with specialisation in Digital Communication, Social work or equivalent in the related field.

**Experience:** 5 years working experience in the relevant field.

#### **Essential Skills**

- An excellent understanding of CSO role in the society and organizational development skills
- Training and facilitation skills.
- Excellent interpersonal, written and verbal communication skills in English and Hindi.
- Sound knowledge of Digital communication and Microsoft office and internet.
- Willing to travel in field areas.
- Excellent analytical and problem solving, reporting skills.
- Understanding of digital communication, AI and video telephonic platform/online meeting platform.
- Research and Documentation related skills

## **Post : Associate Project Coordinators - 4 (Training, Research, Documentation and Networking)**

The Associate Project Coordinator, will be responsible for Implementation of the project at state level. S/he will be based at Bhopal. S/he will work closely with the team at Vikas Samvad Samiti. S/He will be required to travel frequently to project areas for implementation and supervision of the project regularly.

### **Responsibilities:**

- Organizing training and capacity building programs related to strategic Communication and Organizational Development.
- Developing training design, course, resource materials, IEC, module and manuals for knowledge building of CSOs.
- Preparing quality documentation, case studies and periodic reporting and sharing with project coordinator and VSS office.
- Networking with CSOs and other Stakeholders.
- Development of resource Pool
- Proposal making related to strategic communication and fundraising.
- Research and Documentation.

**Salary:** Rs. 35000 to 40000 per month (subject to taxation and other deductions, as applicable) Compensations shall be based on relevant experience and qualifications.

**Qualification:** Master's Degree/PG Diploma in communication/ Journalism, Social work or equivalent in the related field with specialisation of Digital communication.

**Experience:** 5 years working experience in the relevant field.

### **Essential Skills**

- Training and facilitation skills.
- Excellent interpersonal, written and verbal communication skills in English and Hindi.
- Sound knowledge of Digital communication and Microsoft office and internet.
- Willing to travel in field areas.
- Excellent analytical and problem-solving skills.
- Understanding of digital communication, AI and video telephonic platform/online meeting platform.

## **Post : Associate Account Coordinator - 1**

The Associate Account Coordinator, will be responsible for financial management and monitoring at state level. S/he will be based at Bhopal. S/he will work closely with the team at Vikas Samvad Samiti. S/He will be required to travel frequently to project areas for implementation and supervision of the project regularly.

### **Responsibilities:**

- Maintenance of accounts and budget.
- Preparing, filling, and retrieving account-related documents
- Update internal databases with account information and record keeping
- Responsible for meetings, calls and demos for the Account Management issues.

**Salary:** Rs. 30000 to 35000 per month (subject to taxation and other deductions, as applicable) Compensations shall be based on relevant experience and qualifications.

**Qualification:** Master's Degree /Diploma in Finance/Commerce

**Experience:** 5 years working experience in the relevant field.

**Essential Skills**

- Excellent knowledge of Tally Accounting
- Excellent computer skills (MS Office in particular)
- Strong communication skills with a problem-solving attitude

**How to apply?**

- Interested candidates should send their updated resume/CV along with a cover letter by e-mail.
- Clearly indicate the post applied for in the subject line of your e-mail application.

Please send your applications to: [office@vssmp.org](mailto:office@vssmp.org)

**Only shortlisted candidates shall be notified by us.**

**Contact :**

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