



## **Recruitment in VSS**

### **Job Description: Associate Project Coordinator (Documentation and Research) in VSS' s Strategic Communication Initiative**

**Nature of the job: Full-time**

**Location: 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. VSS with partner organisations have initiated an initiative for strengthening the civil society organisations.

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 including VSS.

**Job Title: Associate Project Coordinator (Documentation and Research)**

**Post: 1**

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 communication & resource mobilization team of the Vikas Samvad Samiti. S/He will be required to travel frequently to project areas for implementation and supervision of the project regularly.

**Responsibilities:**

- Documentation for the organization and the project
- Organizing training and capacity building programs related to strategic Communication and resource mobilization.
- Developing training design, course, resource materials, IEC, module and manuals for knowledge building of CSOs.
- Preparing quality documentation, case studies and periodic reporting.
- Developing Data base/MIS for the project
- fundraising and networking with doners.
- Research and its related analysis.

**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 fundraising/ communication.

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

**Essential Skills**

- Experience on documentation & Research
- Training and facilitation skills.
- Excellent interpersonal, written and verbal communication skills in English and Hindi.
- Sound knowledge of Digital communication/MIS and Microsoft office and internet.
- Willing to travel in field areas.
- Innovative and willing to take the responsibility indecently
- Excellent analytical and problem-solving skills.

**How to apply?**

Interested candidates are requested to apply with (i) A cover letter justifying to the eligibility of the post (ii) detailed resume/CV (iii) two samples of publication; (iv) 2 recent references to [office@vssmp.org](mailto:office@vssmp.org)

**Last date for receipt of applications: 15th April 2024**

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

**Contact:**

**Vikas Samvad**

A-5, Aaykar Colony, Behind Sheel Public School, G-3 Gulmohar, Bhopal (M.P.) 462039

Phone - 0755-4252789

Email - [office@vssmp.org](mailto:office@vssmp.org)

Website: [vssmp.org](http://vssmp.org)