

"We're Hiring: APC – Join Our Team!"

Position

Associate Project Coordinators

(1. Research and Documentation | 2. Training and Management)

Number of Positions: 02

Job Type: Full-time

Location: Bhopal, Madhya Pradesh

Organizational Overview

Vikas Samvad Samiti (VSS) is a Bhopal-based organization dedicated to capacity building, social research, community empowerment, and evidence-based knowledge development. Over the years, VSS has supported Indian Civil Society Organizations (CSOs)—ranging from grassroots groups to national networks—in making a meaningful impact on rural and vulnerable communities. In collaboration with partner organizations, VSS has launched initiatives aimed at strengthening civil society.

Position Summary

The Associate Project Coordinators will be responsible for the implementation of project activities at the state level. Both positions are based in Bhopal. The selected candidates will work closely with the Communication & Resource Mobilization team at VSS and will be required to travel frequently to project locations for implementation, coordination, and monitoring.

Key Responsibilities

Position 1: Research and Documentation

- Develop high-quality project documentation, case studies, and periodic reports.
- Design and produce training materials (online and offline), online courses, IEC materials, modules, and manuals to build the capacities of CSOs.
- Organize and support training and capacity-building programs related to strategic communication and resource mobilization.
- Conduct research and analytical tasks as required by the project.
- Other tasks as required

Position 2: Training and Management

- Coordinate and manage training and capacity-building programs, including detailed documentation.
- Follow up on training activities to ensure sustained impact.

- Develop and maintain project databases/MIS systems.
- Design training content, IEC materials, modules, and manuals to support CSO learning and engagement.
- Other tasks as required

Salary

INR 40,000 per month (subject to applicable taxes and deductions). Final compensation will be determined based on the candidate's qualifications, experience, and alignment with the role's requirements.

Language Requirements

- Fluency in English (verbal and written)
- Professional proficiency in Hindi (verbal and written)

Qualification & Experience

Master's Degree or PG Diploma in Communication, Journalism, Social Work, or a related field with a specialization in communication.

Minimum of 5 years of relevant professional experience.

Essential Skills

- Proven experience in documentation and research
- Strong facilitation and training skills
- Good understanding of digital communication and MIS systems
- Ability and willingness to travel extensively to field areas
- Creative mindset with the ability to work independently
- Excellent analytical and problem-solving abilities

How to Apply?

Please send your updated CV with complete details, including your general information, relevant skills and experience, educational qualifications, and references to:

✉ Email: office@vssmp.org

☎ Phone: 0755-4252789

🌐 Website: www.vssmp.org

Last date to apply - 25th June 2025

Only shortlisted candidates will be contacted.