



An opportunity to engage with Vikas Samvad

Multiple posts in Creche Program

Location: Raidih Block, Gumla District, (Jharkhand)

About Vikas Samvad Samiti (VSS):

Vikas Samvad Samiti is a non-government organization (NGO) working in the areas of social development, capacity building, effective communication and constitutional values. It focuses on children and women's rights, food and nutrition security, and poverty alleviation. Vikas Samvad Samiti promotes Constitutional values such as equality, justice, dignity, and democratic participation through community-based interventions, strategic communication, research, and documentation. The organization works closely with marginalized communities—particularly Scheduled Castes, Scheduled Tribes, women, youth, adolescents, and small farmers—and partners with community organizations, media, Panchayati Raj Institutions (PRIs), government departments, and civil society networks to drive inclusive, evidence-based development.

About the Project:

Vikas Samvad Samiti is implementing a Creche Program in 20 villages of Raidih block in Gumla district (Jharkhand) with the support of Azim Premji Foundation. This program aims to provide safe and caring spaces for children between 6 months to 3 years of age, especially those who are from working and marginalized families. These Creches will support young children's early care, nutrition, and well-being while enabling mothers to pursue livelihoods with confidence.

Posts in Creche program:

Vikas Samvad Samiti is looking for young and dynamic development professionals who will be responsible for the Implementation of the creche program in Raidih Block of Gumla district (Jharkhand).

- Post 1 – Project Manager (1)
- Post 2 – Cluster coordinator (1)
- Post 3 – MIS coordinator (1)
- Post 4 – Account cum logistic coordinator (1)
- Post 5 – Creche Supervisors (2)

Posting place:

- Raidih Block of Gumla district (Jharkhand).

Working Area:

- 20 villages in Raidih Block of Gumla district (Jharkhand)

Post-1: Project Manager - Creche Program

Location: Raidih Block, Gumla District, (Jharkhand)

About the Post:

We are inviting applications for the post of **Project Manager**. S/he will be responsible for the overall implementation, coordination, and monitoring of the Creche program ensuring quality delivery of services across all locations. This includes planning, implementation, and monitoring all aspects of program delivery, team management, capacity building, timely reporting, and stakeholder engagement at block and district levels.

Key Responsibilities:

- Plan and supervise the functioning of Creche program in 20 villages of Raidih block.
- Ensure the Creches are safe, clean, and equipped to provide nutrition, care, and early learning to children aged 6 months to 3 years.
- Select, train, and guide the Creche caregivers and field staff.
- Support the team in planning monthly activities, training, and community meetings.
- Visit the Creche regularly to check the quality of services and provide on-the-spot support.
- Keep close contact with parents, mothers' groups, PRIs, and local government departments like ICDS and Health.
- Prepare periodic reports, collect data, and document success stories and field experiences.
- Send regular reports to Vikas Samvad office and donor (Azim Premji Foundation) on time.
- Ensure that child safety, nutrition, and hygiene standards are followed at all Creches.
- Carry out any other work as assigned by management related to the Creche program.

Qualifications and Experience:

- Postgraduate degree in Social Work, Child Development, Education, Health, Nutrition, Rural Development, or any other relevant field.
- Minimum 5 years of experience in field-based program management, especially in childcare, education, or health programs.

Essential skills:

- Good knowledge of early childhood care, nutrition, and working with communities.
- Experience in managing a team and working with women and children in rural areas.
- Proficiency in Hindi and English (spoken and written).
- Basic computer skills (MS Office, internet, email).
- Willingness to travel regularly to villages and remote field areas.
- Commitment to working with marginalized and tribal communities.

Salary:

₹45,000 – ₹50,000 per month (subject to applicable taxes and deductions). The final offer will be based on qualifications and relevant experience.

How to Apply:

- **Last date:** 25.07.2025
- Interested candidates should email their updated resume along with a cover letter to: office@vssmp.org
- Please mention **"Application for the post of Project Manager – Creche Program"** in the subject line of your email.

Post-2: Cluster Coordinator - Creche Program

Location: Raidih Block, Gumla District, (Jharkhand)

About the Position:

We are inviting applications for the post of **Cluster Coordinator**. S/he will work at the **Cluster level** to support effective implementation and monitoring of the Creche program across villages. The Cluster Coordinator will work closely with Creche workers, field teams, and community stakeholders to ensure quality service delivery, regular follow-ups, reporting, and team support.

Key Responsibilities:

- Coordinate and monitor the day-to-day functioning of Creches within the cluster of villages.
- Support and guide Creche Caregivers to maintain quality childcare, nutrition, and hygiene standards.
- Conduct regular field visits to monitor Creche operations and provide on-the-spot mentoring.
- Organize and facilitate training sessions, meetings, and review discussions at the block level.
- Work with mothers' groups, PRIs, ICDS workers, and health staff to strengthen community involvement.
- Maintain records and collect data related to attendance, nutrition, activities, and progress.
- Document success stories and field learnings; submitting timely reports to the Project Manager.
- Ensure that Creches follow safety, child protection, and sanitation norms.
- Assist in planning monthly activities and community awareness events.
- Perform other tasks as assigned by the Project Manager or VSS management.

Qualifications and Experience:

- Postgraduate degree in Social Work, Nutrition, Rural Development, Child Development, or a related field.
- Minimum 2–3 years of field experience in childcare, Nutrition, health, or rural development programs.
- Experience of working in tribal/rural areas will be preferred.

Essential skills:

- Good knowledge of early childhood care, nutrition, and working with communities.
- Strong communication and interpersonal skills to work with women, caregivers, and local institutions.
- Proficiency in Hindi and English (spoken and written). Knowledge of local tribal languages will be an added advantage.
- Basic computer skills (MS Office, internet, email).
- Willingness to travel regularly to villages and remote field areas.
- Commitment to working with marginalized and tribal communities.

Salary:

₹30,000 – ₹35,000 per month (subject to applicable taxes and deductions). The final offer will be based on qualifications and relevant experience.

How to Apply:

- **Last date:** 25.07.2025
- Interested candidates should email their updated resume along with a cover letter to: **office@vssmp.org**
- Please mention **“Application for the post of cluster coordinator – Creche Program”** in the subject line of your email.

Post-3: MIS Coordinator - Creche Program

Location: Raidih Block, Gumla District, (Jharkhand)

About the Post:

We are inviting applications for the position of **MIS Coordinator**. S/he will be responsible for designing, maintaining, and analyzing data systems to ensure effective monitoring and reporting of the program.

Key Responsibilities:

- Design and manage MIS systems for effective monitoring of Creche operations and performance indicators.
- Collect, compile, clean, and validate data received from Creche centers, supervisors, and cluster coordinators.
- Maintain updated digital and physical records for all Creche centers.
- Generate periodic reports as per project and donor requirements.
- Provide analytical insights to improve program planning and implementation.
- Ensure timely data entry, backup, and security of program information.
- Conduct data quality checks and provide regular feedback to field teams.
- Prepare presentations, dashboards, and visual reports for internal reviews and external reporting.
- Coordinate with the program director and Project Manager to improve data use for decision-making.
- Support in documentation, case study collection, and evidence-based learning.

Qualifications and Experience:

- Graduate/Postgraduate degree in Computer Science, IT, Data Management, Statistics, or a related field.
- Minimum 2–3 years of experience in managing MIS systems or data monitoring in the development sector.
- Experience working with Excel (advanced), Google Sheets, and preferably MIS/data tools (DHIS2, Kobo Toolbox, ODK, etc.).

Essential skills:

- Strong analytical, data visualization, and reporting skills.
- Proficiency in MS Office, especially Excel (pivot tables, formulas, charts), PowerPoint, and MIS tools.
- Ability to train and support field staff in data-related tasks.
- Good communication skills in Hindi and English.
- Ability to manage large datasets with accuracy and confidentiality.
- A commitment to work with rural/tribal communities and promote transparency.

Salary:

₹30,000 – ₹35,000 per month (subject to applicable taxes and deductions). The final offer will be based on qualifications and relevant experience.

How to Apply:

- **Last date:** 25.07.2025
- Interested candidates should email their updated resume along with a cover letter to: **office@vssmp.org**

- Please mention “**Application for the post of MIS coordinator – Creche Program**” in the subject line of your email.

Post-4: Account and Logistic Coordinator - Creche Program

Location: Raidih Block, Gumla District, (Jharkhand)

About the Post:

We are inviting applications for the post of **Account and Logistic Coordinator**. S/he will be responsible for maintaining project financial records, ensuring compliance with accounting standards, and supporting logistical arrangements related to program operations.

Key Responsibilities:

- Maintain day-to-day accounts and financial records of the Creche Program at the block level.
- Ensure timely entry of vouchers, bills, and financial data in accounting software/manual registers as required.
- Handle petty cash, prepare expenditure statements, and support monthly reporting.
- Ensure compliance with financial and audit norms of the organization and the funding partner.
- Support procurement of materials, equipment, and supplies for creches and training in coordination with the project team.
- Maintain stock registers and ensure timely distribution of logistics to the field team.
- Coordinate logistical arrangements for meetings, field visits, trainings, and community events.
- Assist in documentation, printing, and dispatch of IEC materials and reports.
- Support administrative tasks such as attendance, reimbursements, and staff logistics.
- Provide support during audits and visits by internal/external teams.
- Any other responsibilities assigned by the management.

Qualifications and Experience:

- Graduate degree in Commerce, Business Administration, or any relevant discipline.
- Minimum 2–3 years of work experience in accounting, logistics, or admin roles, preferably in the development sector.
- Experience in managing field-level accounts and logistic support is preferred.

Essential skills:

- Working knowledge of accounting practices and financial reporting.
- Proficiency in MS Excel, basic accounting software (e.g., Tally), and digital documentation.
- Ability to work in an organized manner and manage time effectively.
- Ability to handle multiple tasks and coordinate with various team members.
- Good communication skills in Hindi and basic English reading and writing is desirable.
- Commitment to transparency, accountability, and working with rural/tribal communities.

Salary:

₹25,000 – ₹30,000 per month (subject to applicable taxes and deductions). The final offer will be based on qualifications and relevant experience.

How to Apply:

- **Last date:** 25.07.2025

- Interested candidates should email their updated resume along with a cover letter to: **office@vssmp.org**
- Please mention “**Application for the post of, Account and logistic coordinator – Creche Program**” in the subject line of your email.

Post-5: Creche Supervisors - Creche Program

Location: Raidih Block, Gumla District, (Jharkhand)

About the Position:

We are inviting applications for the post of **Creche Supervisor** under the Creche Program. S/he will be responsible for supervising 10 crèche centers across 10 villages, ensuring their smooth functioning and maintaining quality standards in childcare, nutrition, safety, and community participation.

Key Responsibilities:

- Regular visit to assigned creche centers (in 10 villages) to monitor activities and support creche caregivers. Identify issues and resolve the challenges faced by the Creche caregivers.
- Ensure that children receive quality care, hygiene, nutrition, and early learning support.
- Organize community level meetings, awareness programs, events and meetings involving mothers, PRIs, and local service providers.
- Collect records, attendance, and reports from the creche centers.
- Provide regular updates, documentation, and reports to the Cluster coordinator and Project Manager. Assist in documentation of success stories, case studies, and photos from field visits.
- Support in training and capacity-building for creche caregivers.
- Ensure safety protocols and child protection measures are followed at each center.
- Undertake any other tasks related to the creche program as assigned by the management.

Qualifications and Experience:

- Graduation in Social Work, Child Development, Education, Health, Nutrition, or a related field.
- At least 2–3 years of experience in grassroots-level work, preferably in early childhood care, nutrition, or women and child development.
- Experience of working in tribal/rural areas will be preferred.

Essential skills:

- Good understanding of early childhood care, nutrition, and working with communities.
- Good communication skills in Hindi or local language.
- Ability to travel extensively to interior villages on a regular basis.
- Basic skills in record-keeping and reporting.
- Basic computer skills (MS Office, internet, email).
- Commitment to work with marginalized and tribal communities.
- Ability to guide and motivate crèche workers with patience and empathy.

Salary:

₹20,000 – ₹22,000 per month (subject to applicable taxes and deductions). The final offer will be based on qualifications and relevant experience.

How to Apply:

- **Last date:** 25.07.2025

- Interested candidates should email their updated resume along with a cover letter to: **office@vssmp.org**
- Please mention **“Application for the post of Creche Supervisor – Creche Program”** in the subject line of your email.

Note:

Only shortlisted candidates will be contacted. An online or in-person interaction will be conducted before final selection.