



An opportunity to engage with Vikas Samvad

Post: Program Manager – Rural Creche Initiative

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, and development communication. 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 the Rural Creche initiative project in Raidih block of Gumla district (Jharkhand) with the support of Azim Premji Foundation. This program aims to provide safe and caring spaces for children between 7 months and 3 years of age, especially those 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.

About the Position:

We are inviting applications for the post of Program Manager, who will be responsible for the overall implementation, of the Creche Initiative ensuring quality operations focused on child safety, nutrition, health, and early childhood care across all locations. This includes planning, implementing, and monitoring all aspects of program delivery, team management, capacity building, timely reporting, and stakeholder engagement at block and district levels.

Key Responsibilities:

- Lead overall planning, setup, and smooth functioning of the Creche program in Raidih block, Gumla.
- Ensure safe, clean, and child-friendly creches providing nutrition, care, hygiene, and early learning to children aged 7 months to 3 years.
- Recruit, train, and guide caregivers (Sevikas) and project staff.
- Coordinate with PRIs, parents, communities, and departments such as ICDS and Health.
- Conduct Gram Sabha meetings, community mobilization, and caregiver selection.
- Manage procurement of materials, equipment, and operational systems.
- Undertake regular field visits for supervision, mentoring, and quality improvement.
- Monitor progress through the Shishu Ghar App/Portal and use data for action.
- Prepare timely reports, documentation, and donor updates.
- Perform any other duties assigned by VSS management.

Qualifications and Experience:

- Masters 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 Health, Nutrition, ECCE, or community 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 knowledge and proficiency in 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: 03.05.2026

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 – Rural Creche Initiative” 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.