Recruitment

Join Vikas Samvad Samiti (VSS)

Applications Invited for the Position of District Project Coordinator

Location: Shahbad Tehsil, Baran District, Rajasthan

About Vikas Samvad Samiti (VSS):
Vikas Samvad Samiti (VSS) is a non-governmental organization (NGO) working in social development, capacity building, and development communication. The organization focuses on promoting children's and women's rights, food and nutrition security, and poverty alleviation.
VSS is committed to empowering marginalized and underserved communities, particularly Scheduled Castes, Scheduled Tribes, women, adolescents, youth, and smallholder farmers. The organization promotes Constitutional values such as equality, justice, dignity, and democratic participation through community-based interventions, research, documentation, and strategic communication.
VSS works in partnership with community-based organizations, media, Panchayati Raj Institutions (PRIs), government departments, and civil society networks to promote inclusive and evidence-based development.

Position Overview:
Vikas Samvad Samiti, with the support of Child Rights and You (CRY), is implementing the 'Children's Education, Protection and Life Skills Development Program' across 20 villages in Shahbad Tehsil, Baran District, Rajasthan.
VSS invites applications from qualified and committed professionals for the position of Project Coordinator. The selected candidate will be responsible for planning, coordinating, implementing, and monitoring all project activities at the field level, ensuring quality implementation and achievement of project objectives.

Key Responsibilities:

- Ensure the quality implementation of the project, strengthening its visibility and sustainability.
- Work closely with the team to develop action plans and ensure their effective implementation.
- Establish and maintain strong coordination and partnerships with relevant government departments, Panchayati Raj Institutions, local administration, and other key stakeholders.
- Support the team in effective communication, reporting, and documentation, highlighting project achievements, challenges, outcomes, and positive changes within the community.
- Develop training modules and resource materials, and organize and facilitate capacity-building sessions for field staff and community groups.
- Engage with local and regional vernacular media to promote awareness and communicate key project themes, activities, and achievements.
- Support field staff in mobilizing and engaging children's groups, adolescent and youth groups, women's collectives, and parents to strengthen community participation.
- Document project processes, activities, outcomes, and impact in close coordination with the Project Director.
- Ensure timely submission of accurate and quality progress reports to the VSS office, donor (CRY), and relevant government departments.
- Undertake any other responsibilities assigned by VSS management in accordance with project requirements.

Qualifications and Experience:

- **Educational Qualification:** Postgraduate degree in Social Work, Social Sciences, Rural Development, or a related discipline.

- **Professional Experience:** 3–5 years of relevant experience in child rights, child protection, education, and rural development, preferably in a field-based position.

Essential Skills:

- Strong understanding of child rights, particularly the Right to Education, child protection, and life skills development.
- Excellent written and verbal communication skills in both Hindi and English.
- Knowledge of computers and digital tools, including MS Office, email, and internet applications.
- Willingness and ability to travel regularly to project villages and field locations.
- Commitment to working with marginalized communities with sensitivity, respect, and dedication.
- Strong analytical, report-writing, data interpretation, and documentation skills.
- Effective coordination, communication, networking, and team management skills.
- Ability to work independently, take initiative, and complete assigned responsibilities within defined timelines.

Salary:
₹30,000 – ₹33,000 per month. The final salary will be determined based on the candidate's relevant professional experience and competencies, subject to applicable taxes and statutory deductions.

How to Apply:
Interested and eligible candidates are requested to email their updated CV/resume along with a cover letter to: office@vssmp.org
Email Subject: Application for the Post of Project Coordinator, Shahbad, Baran (Rajasthan)
Last Date for Submission: **18 November 2026**

Note: Only shortlisted candidates will be contacted. A personal interaction (online) will be held with shortlisted candidates before the final selection.