

Post Name: - State Programme Manager (Digital Literacy & Livelihood)

Centre for Environmental & Socio-economic Regeneration (CESR)

Website: <http://cesrindia.org/>

Location-Kolkata, West Bengal

Scope of the Position-The State Programme Manager is responsible for coordination of the **INTERNET SAATHI** Project in seven districts of West Bengal viz. **Purulia, Bankura, Murshidabad, Birbhum, Dakshin Dinajpur, Nadia & Malda** implemented by Centre for Environmental & Socio-economic Regeneration (CESR), Purulia

Vacancy-One (1)

Job Type-Purely temporary & contractual in nature

Period-Seven Months

Reporting to- The Secretary, CESR

Role and Responsibility: -

- ❖ Setting program goals, expectations, budgets, targets and responsibilities
- ❖ On boarding, orientation and training of partner network
- ❖ Working with partner program team to ensure month on month targets are met
- ❖ Ensure high quality of output by field visits, review meetings & periodic reviews
- ❖ Ensure budget utilization is timely, and as per decided norms
- ❖ Ensure readiness of program teams to implement at short notice
- ❖ Day to day technical/non-technical troubleshooting (device issues and App Issues)
- ❖ Create forum to discuss issues and promote healthy competition between Saathis/Data Volunteers through a WhatsApp group
- ❖ Interact with government administrators from time to time

Preferred Qualifications:

- ❖ MBA degree or Post-Graduate Degree in social work, or a relevant development field;
- ❖ 3 to 4 years of work experiences
- ❖ Prior experience in rural / social sector
- ❖ Fluency in written and spoken English, Hindi. & Bengali
- ❖ Good in report writing, content writing, event writing, case study etc.
- ❖ Good knowledge of computer applications, operations especially in MS-Office & familiar with Internet surfing
- ❖ Demonstrated talent at building collaborative partnerships with external partners
- ❖ Entrepreneurial spirit and ability to work in a highly dynamic environment
- ❖ Excellent problem-solving, analytical skills and impeccable business judgment

Remuneration: Rs-50,000/- (Rs.-Fifty thousand only) per month based on skill and experiences. Local conveyance charges will be paid extra as per CESR Travel rule.

To Apply:

Applicants may send their CV, with a cover letter, to cesrvacancy@gmail.com / cesrdoc@gmail.com

The CVs should be marked with the name of the applicant and post applied.

Only short-listed candidates will be notified.

Desired candidates having the experience in the related fields are encouraged to apply.

Applications will be accepted till 20th September'2018