

## **Centre for Environmental & Socio-economic Regeneration (CESR)**

**Post Name - Block Coordinator (Internet Saathi/Digital Literacy)**

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

**Location - Bankura, West Bengal**

**Scope of the Position -** The Block coordinators are responsible for implementation of the **INTERNET SAATHI (Digital Literacy)** Project in 16 Blocks (except Khatra, Hirbandh, Simlapal, Sarenga, Raipur and Ranibandh blocks) of Bankura District, West Bengal

**Vacancy – 16 (Sixteen)**

**Period -** Eight Months (May to Dec'19)

**Job Type -** Purely temporary & contractual in nature

**Reporting to -** The Secretary, CESR, Purulia

### **Role and Responsibility :-**

- ❖ Should be approachable, keen to develop the skills among saathis
- ❖ Must be familiar with the Programme Curriculum, Portfolio and Programme design
- ❖ Act as liaison among saathis, trainers, District Coordinator and Administrators.
- ❖ To ensure that all monitoring and evaluation requirements are fulfilled, and that organization commit to developing reflective practice throughout the programme
- ❖ Will act as a resource for internet saathi seeking specialty information and guidance
- ❖ Providing oral and written feedback to internet saathi after each formal observation
- ❖ Carry out village level & block level meeting on regular basis
- ❖ To involve community members extensively throughout the programme
- ❖ Are responsible for ensuring that relevant information about progress and performance is made available to the appropriate Project Manager as well as to project Director. Identification and selection of Saathis according to the criteria
- ❖ To identify suitable venue and making necessary arrangements in advance for organizing Training Programmes.
- ❖ Day to day social troubleshooting (check family support, travel to multiple villages and motivate Saathis to make a good livelihood by using the digital platform) and technical troubleshooting (device issues, sim issues and saathi app related issues). Escalate issues to project managers in case you are unable to troubleshoot yourself.
- ❖ Guide Saathis who are falling behind through a call/visit and praise the ones who are up to the mark/ working brilliantly.
- ❖ Create forum to discuss issues and promote healthy competition between Saathis through a WhatsApp group. Maintain the control on the content on the group and discourage unnecessary forwards
- ❖ Coordinate and manage monthly meetings of Internet Saathis to review, plan, discuss challenges and incorporate learnings. Share the schedule with project manager on the WhatsApp group.

## Qualifications and Skills Required:

Successful applicants should, at minimum, have the following qualifications or skills:

- ❖ Candidate should Graduate Degree in any discipline
- ❖ Minimum 1-2 years of experiences in relevant field
- ❖ Good knowledge of computer applications , operations especially in MS-Office & familiar with Internet surfing
- ❖ Ability to support and manage a team.
- ❖ Ability to plan and organize work in a structured manner;
- ❖ Very high energy level and the ability to support and motivate others;
- ❖ Willingness to adapt to hectic work schedule & to stay at project area.
- ❖ Should have own two-wheeler with driving license

**Remuneration: Rs-10,000/-** per month based on skill and experience. Local conveyance charges will be paid extra.

### To Apply:

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Applicants may send their CV, with a cover letter, to [cesrvacancy@gmail.com](mailto:cesrvacancy@gmail.com) / [cesrdoc@gmail.com](mailto: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 12<sup>th</sup> May '19