Centre for Environmental & Socio-economic Regeneration (CESR)

Post Name- District Coordinator (Internet Saathi/Digital Literacy)

Centre for Environmental & Socio-economic Regeneration (CESR)

Website: http://cesrindia.org/

Location- Bankura, West Bengal

Scope of the Position - The District Coordinator is responsible for coordination of the **INTERNET SAATHI (Digital Literacy)** Project in 16 Blocks of Bankura District ,West Bengal

Vacancy - One (1)

Period - Eight Months (May to Dec'19)
Job Type - Purely temporary & contractual in nature
Reporting to - The Secretary, CESR, Purulia

Role and Responsibility:-

- ❖ Leading the Digital literacy program which includes program planning, implementation, documentation, reporting, monitoring and evaluation to ensure quality program delivery.
- ❖ To take overall responsibility for programme and project management, delegating extensively across the community and ensuring roles and responsibilities are understood clearly by all
- ❖ Preparing micro-plans for the project area, executing and monitoring the project as per plans and reviewing the progress periodically.
- ❖ Provide technical support to the design of Strategy by using online platform, which is line with CESR Strategy Framework
- ❖ Regular monitoring of the performance of the project using developed monitoring format by using MIS package and extending supervision support.
- ❖ Travel regularly to project sites for regular monitoring, ensure effective and smooth implementation of Internet Saathi/Digital literacy programs.
- ❖ Analytical and timely submission of reports.
- ❖ Building capacities of the Project team and sub project staff and providing support as required.
- ❖ Regular review of programme activities
- ❖ Compliance with organizational policies, procedures and guidelines.
- ❖ Effective mobilization, awareness building and execution of the project.
- ❖ Developing Linkages with Govt. Depts. And local bodies for smooth implementation.

Qualifications and Skills Required:

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

- ❖ Candidate should have MBA degree or Post-Graduate Degree in social work, or a relevant development field;
- ❖ Minimum 1-2 years of experiences in handling projects preferably in Digital literacy
- ❖ 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
- ❖ 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;
- ❖ Excellent communication and presentation skills;
- ❖ Willingness to adapt to hectic work schedule & to stay at project area.
- ❖ Should have owned two-wheeler with driving license

Remuneration: Rs-20,000/- per month based on skill and experience. Local conveyance charges will be paid extra.

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 12th May '19