

Advertisement

Church's Auxiliary for Social Action (CASA) is a Non-profit, Voluntary Development Organisation of the Protestant and Orthodox Churches in India. We actively work for a just and sustainable society by creating opportunities for the participation of socially and economically marginalized sections of people. CASA also supports local self-governance, peace and reconciliation, gender mainstreaming, sustainable livelihoods and responds to environmental issues, manmade and natural disasters. For further details please visit <http://casa-india.org>

We are looking for qualified and experienced candidate for the post of **Programme Coordinator [Core Programme]**. The place of posting will be **Padhar, Betul District (MP)**. The appointment will be done on contractual basis initially for 1 year, which is renewable on yearly basis, based on the performance assessment as well as need for the project.

Pay and benefits: CASA will offer monthly pay as per existing pay structure and scale commensurate with the position offered in CASA. Apart from monthly pay, benefits like contributory Provident Fund, coverage under Group Accident Insurance, Coverage under Group Medical Insurance for self and spouse, leave travel allowance etc. are also offered as per existing rules.

Essential Qualifications:

Programme Coordinator

- Degree in MSW/ Rural Development (PG in RD), Sociology (MA), Rural Development Management or similar courses.
- Age limit between 25-40 years.
- At least 8-10 years of experience working in voluntary development organisation or non-governmental organisation (NGO) or Government organizations.
- Sound knowledge of the context of Madhya Pradesh and issues, policies and CSO environment in the state.
- Sound knowledge on project planning, management and evaluation and basic accounts
- Sound knowledge of issues like governance, livelihoods, gender etc.
- Good command over Hindi and should be able to understand English.
- Sound health (to be able to work under pressure, stress, time limit and extended working hours if need be).
- Willing to travel extensively in rural areas within the state and different parts of India.
- Sensitive to gender needs.
- Ability to use computers (Email, Word, PowerPoint and Excel).

Application procedure:

All applicants should send their cover letters and personal profile/bio-data/curriculum vitae/resume to jayant@casa-india.org. Candidates may also send their applications by post to the following address:

Mr. Jayant Kumar,

Head of Programme, Church's Auxiliary for Social Action (CASA)

Rachna Building (4th floor), 2 Rajendra Place, Pusa Road, New Delhi-110008

CASA is an equal opportunity employer.