

Programme Associate - 1 Position

Introduction:

Church's Auxiliary for Social Action (CASA) is a Non-profit, Voluntary Development Organisation in India working for a just and sustainable society CASA also supports local self-governance, peace and reconciliation, gender mainstreaming, sustainable livelihoods and responds to environmental issues, manmade and natural disasters. For more information of the organization: <http://casa-india.org>

We seek for qualified and experienced people for the post of Programme Associate. The place of posting will be Patna. 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..

REQUIRED SKILLS:

Programme Associate:

- Degree in MSW/ Rural Development (PG in RD), Sociology (MA), Rural Development Management or similar courses.
- Age limit between 25-35 years.
- At least 4 years of experience working in voluntary development organisation (VDO) or non-governmental organisation (NGO) or Government organizations.
- Sound knowledge of the context of Bihar issues, policies and CSO environment
- Sound knowledge on project planning, management and evaluation and financial management
- Sound knowledge of issues like governance, livelihoods, gender etc.
- Good command over English & Hindi (speak, write & Read).
- Sound health (to be able to work under pressure, stress, time limit and extended working hours if needed).
- Requires traveling extensively in rural areas within the state and different parts of India.
- Sensitive to gender needs.

- Preference will be given to lady candidates.
- Computer Proficiency (Email, Word, Power-point and Excel).
- Possessing a driving license will be an added advantage &
- Willing to visit projects in rural areas and stay there during field visits
- **Education Qualification:** Degree in MSW/ Rural Development (PG in RD), Sociology (MA), Rural Development Management or similar courses.
- **Place of posting:** Patna, Bihar
- **Last Date for Applications:** 17th April 2020

Note:

The above outlines are not meant to be an exhaustive list. The need for flexibility is required and the job holder is expected to carry out any other related duties that are within the employee's skills and abilities whenever reasonably instructed.

Application procedure:

All applicants should send their cover letters and personal profile/bio-data/curriculum vitae/resume to satyajit@casa-india.org with a copy to casamuzafferpur@gmail.com & alakshendra@casa-india.org

Interview & Joining :

Kindly note, due to the current scenario of Coronavirus outspread, the interview date will be announce