

Jayaprakash Institute of Social Change

ADVERTISEMENT

Invites application from interested candidates for the following position under the Project Title: **"Education Sponsorship Project."** In West Bengal and Jharkhand

- Vacancy for the Post of **Project Officer**
- No of Post- **1**
- Organization - **Jayaprakash Institute of Social Change , Salt Lake City, Kolkata**
- Posting – **Howrah & Kolkata, (Visit to various project areas in WB and Jharkhand as per needed)**
- Education Qualifications - **Masters in Social Science Subjects**
- Work Nature - **Full Time**
- Experience - **Minimum 2 Years of experience in Development Sector development sector working experience with children**
- **Key Responsibilities -**
 1. Engage in the assigned activities and support the team in achieving the project's targets
 2. Preparing monthly and quarterly reports
 3. Capacity building sessions
 4. Monthly home visits & regular assistance to the children
 5. Supportive counseling to the children under the project along with their parents
 6. Linking the children and their families with various Social Protection Schemes
 7. Organizing annual programme for the beneficiaries
 8. Donor compliance and daily documentation
 9. Assistance to the especially abled children to the hospital and one day walk
- **CTC - Rs. 26145/- Per Month**
- **Last date of Application - 25.06.2024**

Interested candidates please fill up this Google form

https://docs.google.com/forms/d/e/1FAIpQLSeMEzUkYfi2H17xUYP_8PJCOVJiC7eF07IWu4XSgIG7rLpILQ/viewform?usp=sf_link

Note - The shortlisted candidates will be called for interview at Jayaprakash Institute of Social Change (DD-18/4/1, Sector-I, Salt Lake City, Kol-700064, beside Tantuj Bhavan)