

PAJHRA
JOB DESCRIPTION

About the Organization	<p>PAJHRA, which means “life spring” in Adivasia (Sadri) language. stands for Promotion and Advancement of Justice, Harmony and Rights of Adivasis. PAJHRA was conceptualized in November 2001 by a group of Adivasi social activists and leaders and was formalized on 9th April 2002. PAJHRA is an initiative to build the capabilities of the Adivasi community to access their entitlements, improve their socio and economic status in the society, and social integration of Adivasis from all walks of life in Assam.</p> <p>PAJHRA’s goal is to help enable the Adivasi community to promote their own development and wellbeing. It does so by bringing individuals and groups together to tackle community challenges including education, livelihood, trafficking, and disaster response, among others. PAJHRA collaborates with organisations within the Adivasi community. PAJHRA also partners other NGOs, many regional and national development agencies.</p>
Job Title:	Field Staff/District Coordinator
Published Date	30th August 2022 (Tue)
Last Date for Applications	10th Sept, 2022 (Sat) by 5.00pm.
Objective	<p>Empower grassroots stakeholders of the project through awareness generation and training, enhancement of the leadership capacity of the community leaders and increased skill for better linkage and liaisoning with relevant departments for addressing their issues of livelihood and employment.</p>
Key Accountabilities	<ol style="list-style-type: none"> 1. Planning and executions of project activities. 2. Timely and quality reporting 3. Networking and liaison with line government departments 4. Building capacity of men women and youth.

Activities	<p>KA1. Planning and executions</p> <ol style="list-style-type: none"> 1) Implement project activities in the field. 2) Assist the project coordinator to make strategies for strengthening community institutions /groups at different levels. 3) Organize individual and group meetings. 4) Organize trainings and meeting for the participants <p>KA 2. Timely and quality reporting</p> <ol style="list-style-type: none"> 5) Document & follow up case stories 6) Submit planner, work done, case studies and other stipulated reports timely 7) Present timely report with the required photographs, attachments, case studies, attendance sheet to the office at the scheduled time. 8) Present bills, vouchers, attendance sheet and report the activity within 3 days of completion of the activity. <p>KA 3. Team Capacity Building</p> <ol style="list-style-type: none"> 9) Train the team (community and village level institutions) on basic community meetings, implementation, reporting and case study. 10) Plan and schedule other required capacity building measures/activities for capacitating the grassroots volunteers. <p>KA 4. Networking and liaison</p> <ol style="list-style-type: none"> 11) Network and liaison with different organizations and line departments. 12) Establish linkages with local panchayat and block, district administrative offices. <p>KA 6. Building capacity of the grassroots leaders</p> <ol style="list-style-type: none"> 13) Strengthen community institutions and leaders. 14) Strengthen community participation in social security and livelihood schemes 15) Organize trainings and meeting for the participants 16) Identify and link project beneficiaries to relevant trainings.
Reporting line	You will report to the <i>Project Coordinator</i> of PAJHRA.
Location	<i>(as per the organizations requirement)</i>
Remuneration	Rs. 20,000-25,000/- per month

Address: Sahityarathi Path, Dhanoa Nagar | Tezpur | Dist. Sonitpur | Assam- 784001 – India

General Enquiry Email: infopajhra@gmail

Note: All applications to be made only at: <https://pajhra.org/career/>