

The **Self-Employed Women's Association (SEWA)** is a women's trade union that was started in Gujarat in 1972 by Smt. Elaben Bhatt, with the aim of organising women in the informal sector. SEWA represents the convergence of three movements – labour, women and co-operative movement. SEWA's goal has been to achieve full employment and self-reliance for all its members. **SEWA Bharat** (www.sewabharat.org) is the All India Federation of Self-Employed Women's Associations that works with women workers in the informal sector in 9 states. In all these states, SEWA is involved in organising women workers and their development through Self Help Groups, Co-operatives and Federations. SEWA activities include Micro Finance, Social Security, Housing, Education, creating market linkages and Skill Development for women workers.

Applications are invited from young women for the following post:

Designation: District Coordinator, Murshidabad, West Bengal

Place of work- Berhampore, West Bengal . Main Responsibilities:

- Project Planning, implementation and monitoring.
- Guide and support local team in implementation of programs at grassroots level in order to ensure timely implementation.
- Coordination with Head office and local office administration.
- To plan utilization of resources available in a cost effective manner
- Field visit at local level on regular basis and at national level when required.
- Documentation of project activities on weekly, monthly, quarterly and annual basis
- Reporting to State Coordinator on regular basis.

An ideal candidate should have the following:

- PG / M.A in social work or related discipline with minimum of 2-3 years experience in development sector.
- Must have excellent communication (written and oral) and interpersonal skills.
- Must be proficient in MS Office and internet usages.
- Strong organization skills with the ability to handle multiple projects and prioritize as necessary.
- Knowledge of Bengali, Hindi and English.
- Must stay in Berhampore/ Raghunathganj.

Salary: As per qualification and experience/negotiable

SEWA Bharat is women based organization and we encourage women candidate to apply no later than 5th November 2018 to jobs@sewabharat.org and please mention the position for which you are applying.