

**SEWA Bharat** ([www.sewabharat.org](http://www.sewabharat.org)) is the All India Federation of Self-Employed Women's Associations that works with women workers in the informal sector across 14 states of India. It is committed to strengthening the movement of women in the informal economy by highlighting their issues at the national level and building its member organizations' capacity to empower them. It is involved in various activities like Organizing and Capacity Building, Micro-finance, Employment generation and Skill Development, Social security, Advocacy and Networking.

**Position: Project Coordinator (1 opening, Female)**

**Location** – Odisha, have to travel to districts regularly. Have to stay in one of the district of work.

**Responsibilities:-**

**The job involves a successful implementation of a project involving livelihood and microfinance in 2-3 areas near Boundh. However, organizing the grassroots women and developing women leaders are key to reach the organizational goals. The responsibility would be to create a unit of SEWA. Specific responsibility for the project would be:-**

- Carrying out a baseline survey for identifying community needs ; making detailed project implementation plan and working on the plan, identifying livelihood and linkages, field monitoring of activities, attending community and other stakeholders meetings, managing the budget as per schedule and policy. Making reports for MIS and funders. Liaise with funders and senior management of SEWA Bharat.

**Essential Qualifications/Experience:**

- Masters in Rural Management, Masters in Social Work or similar degree from a reputed institution.
- Strong experience in project implementation for 3 years at least.
- Must be good on writing , speaking and reading Oriya .
- Excellent writing and communication skills in English and Hindi and proficient in MS Office.
- Skill to liaise with funders, Govt. Officials and other stakeholders.

**Remuneration:** Negotiable based on work experience.

SEWA Bharat is women based organization and we encourage women candidate to apply no later than **20<sup>th</sup> October 2018** to [jobs@sewabharat.org](mailto:jobs@sewabharat.org) and please mention the position for which you are applying along with names and contacts of two references.