



POSTS

- Program Coordinator- (Bhopal),
- District Coordinator – Mandla and Katni
- Block Coordinator – Bichiya (Mandla), Badwara (Katni)
- Outreach worker- Katni, Bina

Relevant Sectors

Child Protection, Child Trafficking, Research & Study, Training & Capacity Building, Liaising with Government

Job Description

The Project titled 'SAJAG' is a sustainable effort to reduce Child Trafficking in Source and Transit areas of Madhya Pradesh. This project will be implemented from April 2022 and likely to continue for another 3 years. The aim of the project is to make people aware about the vulnerability of child trafficking and to develop a mechanism for prevention, to develop a monitoring mechanism through the community, other stakeholders (Railway Officers, GRP/RPF, porters, vendors, structures attached to the department of Women and Child Development like Shaurya Dal, PCPC, Juvenile Justice Boards, and Child Welfare Committees etc.).

1. Program Coordinator

Location – Bhopal

Honorarium – 25000 per month

Key Functions & Responsibilities

1. The Program Coordinator will ensure efficient management of the projects through proper planning, coordination, review; monitoring and evaluation under the supervision of the Program Director and will be responsible for the technical and operational support activities in all the districts and blocks.
2. To assess staff capacities, identify strengths and gaps, support to implement remedial measures for addressing capacity gaps.
3. To conduct regular review, conference calls and field visits and provide written analytical report to the Project Director.
4. Preparing proposals and budget and ensure efficient and effective utilization of grants as per the approved budgets.
5. S/He will plan, organize, coordinate, and facilitate training programs and related activities for organization's staff and stakeholders to deliver the project goals.

6. Supervise and provide handholding support to District Coordinators on a regular basis in conducting training and implementing the project activities especially the community-based activities.
7. Liaison/networking/advocacy with key government bodies for improved child protection systems & services.
8. S/He will prepare compiled reports and ensure timely submission of report to the Project Director.
9. Regularly document success stories, keep photos and short mobile video clips, create information for social media handles and website of the organization. Prepare case studies, anecdotes for internal usage. Preparing report to back donors.
10. To support staff to promote child friendly and gender sensitive systems and policies in the organization.

Skills & Competencies

1. The job holder is required to travel extensively for program/project related activities, in the program areas as well as exposures to other areas.
2. Owning Smart Phone/ Laptop
3. Capable of riding motorcycle/scooter, owning one of them, and possessing a valid license.
4. Ability to read, write, speak Hindi and English.
5. Experience of English speaking and writing will be an advantage.

Education & Experience

1. Post Graduation in Social work or Sociology or relevant sectors.
2. 3 years of experience in an NGO sector.
3. Knowledge of working on child protection/trafficking.
4. Basic IT skills including Microsoft office (word, Excel, PowerPoint) is essential.

How to apply?

1. Please send us your updated resume at aawajcareer@gmail.com along with a suitability note in one file (Word Format only) for the position of "District Coordinator".
2. Please mention "Program Coordinator" and "Bhopal" in the subject line.
3. Last date for sending applications is March 28th, 2022. Only shortlisted candidates will be contacted.
4. AAWAJ works on diversity principle, therefore Women, persons differently-able, SC/ST/OBC candidates are especially encouraged to apply.
5. For more details please check www.aawaj.in or contact us on 0755- 4275405.

2. District Coordinator

Location – Katni and Mandla

Honorarium- 18000 per month

Key Functions & Responsibilities

1. The District Coordinator under the supervision of the Project Manager will be responsible for the technical support activities in their respective assigned blocks. S/he is responsible for providing operational and technical support to the block coordinator.
2. Responsible for implementing program plans, including child trafficking, and monitor project activities and compliances in the field. Coordinate and establish linkages with District and Block officials and others to ensure support to deliver project requirements.
3. Plan, organize, coordinate, and facilitate training programs and related activities for stakeholders.
4. Supervise and provide handholding support to Block Coordinator on a regular basis in conducting training and implementing the project activities especially the community-based activities.
5. Monitor and review implementation of project activities at the District and Block level on a day-to-day basis.
6. Liaison/ networking/ advocacy with key government bodies for improved child protection systems & services.
7. Prepare reports and ensure timely submission of report to State Unit.

Skills & Competencies

1. Ability to travel alone extensively within or outside the district or blocks.
2. Owning Smart Phone/ Laptop
3. Capable of riding motorcycle/scooter, owning one of them, and possessing a valid license.
4. Ability to speak local language of the District
5. Ability to read, write, speak Hindi.
6. Experience of English speaking and writing will be an advantage.

Education & Experience

1. Post Graduation in Social work or Sociology or relevant sectors.
2. 2 years of experience in an NGO.
3. Knowledge of working on child protection/trafficking.
4. Basic IT skills including Microsoft office (word, Excel, PowerPoint) is essential.

How to apply?

1. Please send us your updated resume at aawajcareer@gmail.com along with a suitability note in one file (Word Format only) for the position of "District Coordinator."
2. Please mention "District Coordinator" and "Preferred Location" in the subject line.
3. Last date for sending applications is March 28th, 2022. Only shortlisted candidates will be contacted.
4. AAWAJ works on diversity principle, therefore Women, persons differently-able, SC/ST/OBC candidates are especially encouraged to apply.
5. For more details please check www.aawaj.in or contact us on 0755- 4275405.

3. Block coordinator

Honorarium: 12000/-per month

Place: Badwara (Katni) and Bichiya (Mandla)

Key Functions & Responsibilities

1. The block Coordinators will conduct awareness activities in their respective blocks under the supervision of District Coordinator. They will provide necessary support to the outreach workers in conducting the activities.
2. Preparing documents for the community survey process, providing necessary support to the outreach worker in the process.
3. Adoption of prompt process in the rescue operation and cooperation in the process of rehabilitation of the victims.
4. Ensure that community meetings are organized from time to time for awareness.
5. Report the district coordinator about day to day working process and submit detailed and written reports.
6. Liaison/ networking/ advocacy with block level government bodies for improved child protection systems & services.

Skills & Competencies

1. Ability to travel alone extensively within or outside the district or blocks.
2. Owning Smart Phone/ Laptop
3. Capable of riding motorcycle/scooter, owning one of them, and possessing a valid license.
4. Ability to speak local language of the District
5. Ability to read, write, speak Hindi.

Education & Experience

1. Graduation in Social work or Sociology or relevant sectors.
2. 2 years of experience in an NGO.
3. Knowledge of working on child protection/trafficking.
4. Basic IT skills including Microsoft office (word, Excel, PowerPoint) is essential.

4. Outreach Worker

Stipend: 9000/- Per Month

Place: Katni & Mandla

Key Functions and Responsibilities

1. To conduct awareness activities in their respective fields under the supervision of Block Coordinator.
2. Completion of community survey process on the provided topics.
3. Adopting prompt process in rescue operation, providing prompt information at all levels and cooperating in the process of rehabilitation of victims.
4. Organize community meetings from time to time for awareness.
5. Inform the block coordinator about the day to day working and submit detailed and written report to the block coordinator.
6. Liaison/ networking/ advocacy with local level government bodies for improved child protection systems & services
7. Mainly Do the surveillance and track the activities at railway stations of the respective places so that the cases related to the trafficking can be tracked.

Skills & Competencies

1. Ability to travel alone extensively within or outside the district or blocks.
2. Owning Smart Phone/ Laptop
3. Capable of riding motorcycle/scooter, owning one of them, and possessing a valid license.
4. Ability to speak local language of the District
5. Ability to read, write, speak Hindi.

Education & Experience

1. Graduation in Social work or Sociology or relevant sectors.
2. 1 year of experience in an NGO.
3. Knowledge of working on child protection/trafficking.
4. Basic IT skills including Microsoft office (word, Excel, PowerPoint) is essential.

How to apply?

1. Please send us your updated resume at aawajcareer@gmail.com along with a suitability note in one file (Word Format only) for the position of “Block Coordinator” & “Outreach Worker”.
2. Please mention “Block Coordinator” & Outreach Worker” and “Preferred Location” in the subject line.
3. Last date for sending applications is March 28th, 2022. Only shortlisted candidates will be contacted.
4. AAWAJ works on diversity principle, therefore Women, persons differently-able, SC/ST/OBC candidates are especially encouraged to apply.
5. For more details please check www.aawaj.in or contact us on 0755- 4275405.