

**Job Title:** City Mobilizer - Satat Shehar (Urban Poverty Reduction)

**Position:** 17 (Seventeen)

**Location:** Guwahati-1; Bhubaneshwar-1; Cuttak-1; Raipur-1; Durg (CHG)-1; Jameshpur-1; Ranchi-1; Patna-1; Gorakhpur-2; Indore-1; Bhopal-1; Nagpur-1; Shillong-2; Kolkata-2

**Job Summary:**

The City Mobiliser will be the point person responsible for the day-to-day activities' implementation of the Satat Shehar program at the field level. Executing City level and District level action plan with the support of City and State Coordinator. He/ She will be responsible for undertaking the work in Bastis (settlements) of the city. He/ She must ensure timely deliverable of the action plan under the direct supervision of the City Coordinator and the State Coordinator.

**Brief Overview of the Project:**

Project named Satat Shehar is being implemented by IGSSS in a different city where Gorakhpur from Uttar Pradesh and Patna from Bihar are few of the cities that envisages Enabling resilient cities by empowered urban poor communities and civil society networks through people – led actions for climate smart - sensitive urban development at the local, city, state, and national levels.

**Key Tasks and Deliverables:**

- Local Organisers will do all the mobilisation and organisation. They will lead the community level interventions.
- Conducting mapping exercise in the identification of Basti (Slums) for project related intervention.
- Implementing the programme at field as per the detail Implementation plan
- Generating benchmark of data and understanding and other planning input including the following:
- Conducting Participatory need assessment and situational analysis.
- Organising all the project activities as mentioned in the project proposal according to the budget.
- Able to document all the activity level reports, bills and vouchers.
- Socio economic baseline and end line
- Preparation of quarterly community level action plans in consultation with communities and SCAs
- Will store all the community level data depicting changes, services provided in detail.
- Work in coordination with Community volunteers and Social Change Agents.
- Collect and submit the data for the MIS to the City Coordinator
- Support in completion of admin related formalities.
- Timely submit all bills and vouchers pertaining to the activities of the programme.

**Qualification:**

- Should have equivalent community level experience and motivated to work for the community.
- At least one to two years of prior professional experience in a similar post.
- Strong organizational and communication skills.
- Proven ability to develop and implement training plans.
- Ability to work for long hours.
- Proven experience in conducting training with local or community structures.
- Excellent abilities in local language (reading and speaking). Good Writing skills will be an additional advantage.
- Ability to maintain the highest degree of integrity, coordination and transparency.
- Strong ability to remain flexible and adapt to capacities of communities.
- Proven experience in conducting baseline, end line survey etc at the community level using the digital medium of communication.

**Remuneration / Package / Benefits:**

Maximum Budgeted Salary to be offered INR **18-20000/-** per month (Cost to Organization) based on experience and overall fit including PF as per law. In addition - range of benefits including medical insurance, personal accident insurance, and opportunities for further personal development.

We are equal opportunity employer, Women and Transgender are encouraged to apply.

**Application Process:**

Interested candidates, please email the following to [hr@igsss.net](mailto:hr@igsss.net) mentioning the position name and location.

Last date of Submission 10<sup>th</sup> Sep 2023

- Latest updated CV along with the attached covering letter and Application Form
- Details of 2 references with full contact details in the Application Form
- Expected Salary & Joining date in the Application Form

**Only** Local candidates from the respective cities will be preferred.

We encourage women & transgender to apply for this position and will be given priority.

In case your profile does not match with the afore mentioned profile, you are requested not to apply.

Only shortlisted candidates shall be contacted.