

INDO GLOBAL SOCIAL SERVICE SOCIETY

Number of Position: 01

Position: Communication and Campaign Coordinator

Location: Khandwa, Madhya Pradesh/ Nagpur, Maharashtra

Nature of Job: Communication, Social Media Communication, Campaign designing.

Organization Overview:

Indo-Global Social Service Society (IGSSS) is a non-profit organisation working with the mandate for a humane social order based on truth, justice, freedom and equity. Established in 1960, IGSSS works for development, capacity building and enlightenment of the vulnerable communities across the country for their effective participation in development.

IGSSS implements and support quality development programmes in 22 States and 1 Union Territory in India to empower individuals and communities. Through its programmes on Sustainable Livelihood, Disaster Risk Reduction, Gender Equality, Urban Poverty Reduction and Youth Development, IGSSS has reached out to more than One Lakh families every year. The programmes at IGSSS are targeted towards the poor, marginalized and vulnerable sections of the society with special emphasis on women and children.

Project Overview:

Goal of the Project: Creating nutrition-based livelihood options and economy growth of 1000 farmers in 28 village of Khalwa and Pandhana block, Khandwad district of Madhya Pradesh through farmers' led climate smart business enterprises promoting moringa based products.

Geographical Location: 30 villages of Khalwa & Pandhana blocks of Khandwa districts to understand the scope, opportunity, climate, skills and interest for collective production and marketing of moringa products by local farmers.

Position Overview:

The Expert in communication and managing different campaigns will look after the farmer producer groups in both the areas of Khadwa and Nagpur, facilitating the knowledge and components of the programme to the target beneficiaries during the meetings, trainings and demonstrations.

She/he shall be fully responsible for delivering the quality aspects of the programmatic intervention with in line of support from the Project Manager.

Roles & Responsibilities:

Technical Support

- Provide expert knowledge to the farmers and SHG members on agricultural and enterprise related activities.
- Reaching out to the consumers through leading a mass media campaign on organic products and support slow food.
- Ensure proper capital for Farmers group so that financial resources are mobilised timely. She/he will facilitate in developing business plans for farmers and support farmers in finding resources

for its implementation. He/She will have a target of financial resource mobilisation and work hard to ensure it.

- Establish a close coordination and rapport with different line departments and create a coordinated channel of convergence for SHGs and enterprises.
- Provide training farmers and project staff in agriculture-based measures and quality practices.
- Promote Agriculture producer groups and collectives.

Project Planning, Supervision and Documentation

- Ensure periodic updates and adjustments in the proposed action plans for the programmatic interventions.
- Work closely with implementation staff, ensuring the expected quality outputs as the programme deliverables.
- Ensure documentation and submission of field reports to Project Manager.
- Ensure management and submission of data and other reports as and when needed.
- Periodic Monitoring of Programme Progress and provides inputs to the assigned staff, if necessary seek inputs from the line supervisor and thematic experts.
- Ensure submission on Internal Progress and MIS Updates as per the programme timelines.
- Ensure utmost adherence of the organization policies and guidelines while implementation of any activity.
- Ensuring proactive visibility on organization social media handles through regular updates on programmatic interventions and their initial impacts/outputs.
- Any other work related to project, assigned by the reporting officer.

Qualification & Experience:

- Postgraduate with a degree from recognized university in Mass communication and Management or allied subjects.
- Minimum 07 years of experience in the field of development sector and preferably in the field of enterprises development and agriculture.
- Experience of working with different enterprises and possess knowledge on end to end planning and other required process of an enterprise.
- Possess knowledge about enrollment of SHGs and enterprise groups in different government schemes.
- Knowledge and experience on building effective linkages with different line departments.
- Adequate in Computer Operations –Operating Microsoft Office Applications, Internet, proficient Digital Platforms and applications.
- Strong interpersonal skills and ability to build relationships with stakeholders.

Remuneration / Package / Benefits: Salary limit between Rs 40000 to 50000/- per month CTO based on experience and overall fit including PF as per law. In addition - range of benefits including, 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 mentioning the position name. Last date of Submission 12 Oct 2023

1. Latest updated CV
2. Details of 2 references with full contact details
3. Cover letter
4. Expected Salary & Joining date

Only shortlisted candidates will be contacted for Interviews.