

**INDO GLOBAL SOCIAL SERVICE SOCIETY**  
**HDFC PARIVARTAN**

**Number of Position:** 01

**Position:** Documentation Officer

**Location:** Khandwa, Madhya Pradesh

**Nature of Job:** Technical (Require expertise in the field of communication and documentation support in Rural areas of Madhya Pradesh)

**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.

The Documentation Officer under the Programme will be leading the communication and documentation related to programme implementation on time-to-time bases, both internally and with the donor agency. She/He will be taking lead in developing the capacities of the implementation team on impact and process documentation of the proposed intervention followed by updation of the programme implementation data on the digital platform periodically.

The Position involves travel to other different programme location as and when required.

**Roles & Responsibilities:**

- Preparation and development of Information, Education and Communication (IEC) Material for the assigned programme.
- She/He shall be responsible for preparation and timely submission of the programme implementation documentation to the donor as per the proposed timelines.
- She/He will be taking lead in capacitating the implementation team on development of Interactive Learning Videos and Literature.

- She/He will be taking lead in developing implementation team capacities on development of process and impact documentation.
- She/he will be responsible for regional communication channels and media updates for the organization.
- She/he will be responsible for regularly visiting the field areas for recording the success stories and experiences of the beneficiaries.
- She/he will be responsible for communicating with other consultants hired for video documentation or for any other communication tasks.

**Required Skills and Competencies:**

- Strong analytical skills for communication and information management.
- Excellent written and oral communication skills in English and Hindi.
- Competency and proficiency in internet research, communication, and networking. Computer skills to produce effective reports, documents, and presentations.
- Strong computer skills, at least in MS Office, Excel, and PowerPoint.
- More than 03 years of work experience in a communications or information role in the development or humanitarian sector.
- Experience in writing and disseminating information to a variety of audiences, including the public, donor agencies, websites, and social media and for technical audiences.
- Ability to understand and synthesize program information for non-technical audiences.
- Proven experience of documenting lessons learned within an NGO as well as corporate sector.
- Ability to creatively communicate development issues, and networking and relationship building skills.
- Ability to work collaboratively with colleagues, program participants and partner agencies.
- Equipped with the software and culture through to work from home.
- Adept with software and platforms that facilitate virtual conferences like Google-meet, Zoom, Cisco Webex etc.

**Qualification & Experience:**

- Master's Degree in relevant field, preferably journalism, communication, media with at least 3 years of experience.
- Excellent writing skills.
- Experience in a similar role with another institution.
- Understanding of different communication and engagement tools (online and offline)
- Overall responsible for executing planned field activities for livelihoods development at block level and overall coordination with thematic specialist to ensure field-based activities at cluster level.
- Work as a nodal person for specific assignments which include integrated livelihoods planning, Bank Linkages, Market linkages, Coordination with Community Institutions, livelihood promotion and social development activities.
- responsible for targeting in the project, supporting the SHGs, Vos, CLFs and other community institutions for different livelihoods activities.
- Supporting the concerned functionaries in organization of Ward Sabha and Gram Sabha.
- Capacity building of stakeholders at appropriate levels at planning and implementation phases.
- Facilitation of implementation of Cluster level Integrated Livelihood Plan and implementation of the plan at appropriate levels.

**Remuneration / Package / Benefits:** Maximum limit Rs. 40,000/- per month CTO 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. 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.