

RECRUITMENT NOTICE

Date:06.10.2021

Down town Charity Trust, an empanelled KRC (Key Resource Centre) under the National Jal Jeevan Mission (NJJM) invites applications for various contractual positions to impart capacity building training programs (F.Y. 2021-22) in Assam and other North-Eastern States. All positions are purely contractual and co-terminus with NJJM project tenure till Mar 2024. Renewal is subject to performance.

Locations: Assam, Nagaland, Sikkim, Meghalaya, Manipur, Mizoram, Tripura & Arunachal Pradesh.

1. Position (B): Event Manager

No. of Positions:16

Essential Qualification and Experience:

- ✓ MBA with 2 years of experience/BBA with 3 years of experience/Graduate with 5 years of experience in event management.
- ✓ Experience of managing events especially in rural areas of the NE Region.
- ✓ Experience of working in any NGO institution and/or experience in working in reputed Institution engaged in training and capacity building programs under state/central aided projects.
- ✓ Experience in building of grass root institutions/SHGs in rural areas.
- ✓ Working experience in community development projects and having experience in preparation of Village Action Plans/Village Development Plans/Village Micro-plans/Detailed Projects under Central/State Govt. Projects.
- ✓ Keeness to undertake extensive travel in the entire NE Region.

Age: Not above 50 Years.

Areas of operations: All NE States.

Remuneration: Rs. 40,000/- per month excluding travelling allowance.

Mode of Selection: Personal interview.

No TA/DA will be provided for attending interview.

Date of Interview will be informed later through mail or phone call.

Candidate must send their Application & Bio-data clearly mentioning about the post applied for along with the location through email krcdowntown@gmail.com on or before 20th October, 2021.