

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 (C): Program officer

No. of Positions: 16

Essential Qualification and Experience:

- ✓ BHM (Front Office)/ BBA with 3 years of experience or a graduate in any other relevant discipline with 5 years of experience in conducting participatory programs in community development projects in rural areas.
- ✓ 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.
- ✓ Keeness to undertake extensive travel in the entire NE Region.

Age: 30-45 Years.

Areas of operations: All NE States.

Remuneration: Rs. 30,000/- 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.