

Registered Under Societies Registration Act XXI of 1860 and F.C.R.A. 1976

Dulal, an NGO calls applications from the desired candidates for the following openings on URGENT basis.

Position Title: PC, MIS & E.W

Job Responsibilities:

A. Programme Coordinator

Educational Qualification - MSW/SOCIAL SCIENCE/RURAL DEVELOPMENT or equivalent course
Minimum 5 year's experience in social sector.

Duties & Responsibilities

- (i) Monitor day to day progress of the project.
- (ii) Give hand holding support at the village level to the extension staff as well as the community members.
- (iii) Liaison with the district administration and line departments to converge specific developmental schemes of various departments.
- (iv) Prepare weekly and monthly progress reports of the project and hand over to Reliance foundation in stipulated time
- (v) Check the Cash Flow and maintain both physical & Financial progress as per the monthly action plan.
- (vi) Plan the programme delivery of the overall programme and its activities in accordance with the mission and the goals of the organization.
- (vii) Develop new initiatives to support the strategic direction of the organization.
- (viii) Develop and implement long-term goals and objectives to achieve the successful outcome of the programme.
- (ix) Develop an annual budget and operating plan to support the programme.

B. MIS

Educational Qualification -PGDCA

Minimum 2 Year's Experience

Duties & Responsibilities

- (i) Maintain day to day documents of the programme "Improving the Self Reliance and Resilience of Rural Communities in Mayurbhanj District".
- (ii) Check the progress of the programme and scrutinize the physical and financial achievement as per monthly plan.
- (iii) Maintain the MIS of the programme.
- (iv) Pursue for appropriate documents from the extension staff as per the programmes implemented at the field level. Ensure the records are being updated on a regular basis.

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Extension Worker =6NOS

Educational Qualification - Graduation or equivalent course

Minimum 2 year's experience in social sector

Duties & Responsibilities

- (i) Mobilizing Community and raising awareness on climate resilient for sustainable development.
- (ii) Helping the community by ascertaining integrated value chain development.
- (iii) Mobilizing the women mass and developing women entrepreneurship.
- (iv) Raising awareness of the tribal communities on resource management issues.
- (iv) Preparing the communities drawing up a comprehensive Development and livelihoods Plan for the villages.

Job Location: 4 Blocks in Mayurbhanj District.

Application Deadline: 16th May 2025.

How to Apply: Interested candidates are invited to submit their resume to the official Mail Id:-
dulalbaripada@yahoo.co.in

Best regards,

P. K. Behera

Pankaj Kumar Behera

Secretary, DULAL.

Secretary
DULAL

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