

# **VIKSAT, Ahmedabad**

## **Requires**

### **Programme Officers**

**VIKSAT**, established in 1977, is an institution of the Nehru Foundation for Development (NFD), Ahmedabad. VIKSAT, engaged in promotion of participatory management of natural resources, believes that goal of sustainability in natural resources development and management can be achieved through decisive participation of the local communities aided by enabling role of the government agencies. VIKSAT is implementing sustainable Natural Resource Management (NRM) and livelihood activities currently through its five field offices in five districts of Gujarat. More information about VIKSAT and its activities is available on [www.viksat.org](http://www.viksat.org).

VIKSAT is looking for two Programme Officers, one for its rural Water & Sanitation project and one for its Sustainable Agriculture project.

#### **A. Programme Officer (Water & Sanitation)**

The incumbent will be engaged in a project aimed at development of model for sustainable rural water and sanitation in selected districts in Gujarat. The work involves community needs assessment, technical survey, preparing feasibility reports for villages, preparing and implementing school development plans, roof rain water harvesting structures, zero solid waste management; planning and implementation of water & sanitation facilities at village level.

#### **B. Programme Officer (Agriculture)**

The Programme Officer will be a part of the project team engaged in capacity building for sustainable agriculture in aspirational districts in different States including Madhya Pradesh, Uttar Pradesh, Bihar, Assam, Jharkhand, Rajasthan and Maharashtra. The project primarily focuses on training of master trainers, who will follow a cascade model of training other resource persons at block and village levels and provide the necessary information to the farmers regarding various aspects of agriculture.

#### **Qualification & Experience**

**A. Programme Officer (Water & Sanitation):** Masters' Degree in rural/urban planning, architecture, civil engineering, water & sanitation, rural management, rural studies, development studies or related field; with two years post qualification work experience or an equivalent combination of education and relevant experience. Should have sound understanding of rural water supply & sanitation, school sanitation, water harvesting & conservation, community participation and rural development. Fluency in English and Gujarati is essential.

**B. Programme Officer (Agriculture):** Masters' Degree in Agriculture, Agronomy, Horticulture with two years post qualification work experience or an equivalent combination of education and relevant experience. Should have sound understanding of natural resource management, sustainable agriculture, agricultural package of practices for increasing productivity, agricultural value chain development, producer organisations, community participation, rural livelihoods and related developmental issues. Fluency in English and Hindi is essential.

For both the positions, experience of project management, preparing work plan, budgets and good interpersonal and management skills required. Relevant experience in the development sector, especially in the field of sustainable rural development, NRM, livelihoods, water & sanitation, capacity building, people's institutions, etc. preferred. Comfort with computer applications and internet a must. Should be willing to work under challenging conditions and have a strong commitment to quality. Experience in proposal development and fund raising is desirable. Work involves field work and travel.

### **Work Profile**

These are middle management level positions. The persons are required to independently handle the respective project responsibilities, which include:

- project planning, implementation and coordination
- coordinate field level implementation of activities
- mobilize various agencies and resources for effective implementation and desired outcome of the project activities
- liaison and networking with project partners including govt. departments, local authorities, NGOs, funding agencies, etc.
- development of communication and training material
- prepare reports, status briefs, presentations, minutes of meetings
- develop and maintain database, documentation
- represent the organization in various meetings and other forums
- prepare business/action plans for projects
- capacity building of people's institutions
- scaling up of activities, follow up actions
- preparing annual work plans, budgeting
- timely submission of reports and documentation of projects

**Salary:** Consolidated salary depending on qualification, relevant experience and considering equity within the organization.

Positions are based at Ahmedabad. However, the work would involve travel within Gujarat and also to other States. The candidates should be willing to travel as required.

Selected candidate will be offered fixed term appointment, initially for a period of one year; extendable based on performance.

### **How to apply?**

- Interested candidates should send a covering letter explaining why they should be considered for the position along with latest resume.
- Clearly indicate your last drawn salary and expected minimum salary in the application.
- These are immediate requirements. Hence, applications are being considered on rolling basis till suitable candidates are found.
- Clearly indicate the post applied for in the subject line of your email application.
- Only shortlisted candidates will be contacted. No inquiries over phone/mail please.

### **Please send your applications to:**

The Director, VIKSAT, Nehru Foundation for Development, Thaltej Tekra, Ahmedabad - 380 054  
Or email it to: [viksat.jobs@gmail.com](mailto:viksat.jobs@gmail.com)