

Indian Institute of Technology Gandhinagar

Date: 08 February 2023

Advertisement

Applications are invited for various posts in NEEV IIT Gandhinagar

NEEV is a community outreach program of IIT Gandhinagar whose mission is to empower rural women and youth through skill development, entrepreneurship and livelihood programs. It is actively working to bridge the knowledge and communication gap by offering comprehensive training and mentoring, and growing the employability and entrepreneurship mind set of the surrounding communities.

Positions available: Various positions as listed below

Senior Program Associate (one position available)

Qualifications: A minimum of 4 years of experience of program management in non-profit or similar organization is essential. Strong communication and organizational skills, and the ability to work well with a team as well as with a grassroots audience are required. Proficiency in Gujarati, Hindi and English language, excellent computer skills, and prior experience working with rural women and youth in Gujarat is a plus. Masters degree in any field, with coursework in social work, development work, non-profit management, social entrepreneurship being preferred. Consolidated monthly remuneration will be between Rs. 33,000/- to Rs. 38,000/- based on qualifications. Duration of appointment will be one year.

Program Associate - Sewing (2 positions available)

Qualifications: A minimum of 3 years of experience in training and mentoring village women in sewing is essential. Strong communication and organizational skills, and the ability to work well with a team as well as with a grassroots audience are required. Proficiency in Gujarati, Hindi and English language, good computer skills, and prior experience working with rural women in Gujarat is a plus. Bachelors/Diploma/ITI in sewing, textile design or related fields is preferred. Consolidated monthly remuneration will be between Rs. 20,000/- to Rs. 28,000/- based on qualifications and part-time options. Duration of appointment will be one year.

Program Associate - Technical (one position available)

Qualifications: A minimum of 2 years of experience in website and social media management is essential. Strong communication and organizational skills, as well as the ability to work well with a team as well as with a grassroots audience are required. Proficiency in Gujarati, Hindi and English language, and prior experience working with rural women and youth in Gujarat is a plus. Bachelor's degree in any field, and excellent computer skills, including Canva, InDesign, Photoshop, and Corel Draw is preferred. Consolidated monthly remuneration will be between Rs. 25,000/- to Rs. 30,000/- based on qualifications. Duration of appointment will be one year.

Program Assistant (3 positions available)

Qualifications: A minimum of 1 year of experience of assisting in both field support as well as back office support with non-profit or similar organization is essential. Ability to work well with a team as well as with a grassroots audience are required. Proficiency in Gujarati, Hindi and

English language, and basic computer skills. High school education or equivalent with prior experience working with rural women and youth in Gujarat is preferred. Consolidated monthly remuneration will be between Rs. 10,000/- to Rs. 15,000/- based on qualifications and part-time options. Duration of appointment will be one year.

Interested candidates may apply online at <https://forms.gle/9rsnFZ1erJugZDn97> and upload their CV along with work experience letter on or before 16th February 2023. Selection will be based on the interview of the shortlisted candidates. The date, time, and place of interview will be communicated to the shortlisted candidates through phone or email. No TA/DA would be paid for attending the interview.