

Lok Astha Sewa Sansthan has issued advertisement for vacant posts for **Creche Project** in which information about the following posts and vacancies is being given. All interested candidates can apply on the basis of their Eligibility Criteria and can submit the application through online mail or in the institution office during working hours. In this project, work will be done for malnutrition, health and childhood development of children under the operation of swings for children between 7 months to 3 years.

**Program Manager – 1 Post**

**Eligibility Criteria** – 1. Age limit should be between 30 to 45 years 2. Post Graduate degree in Social Work/Social Studies/Public Health/Management 3. Minimum 5-10 years experience of working on nutrition/health/sanitation related programs at block/district level 4. Experience in project management Experience of working among tribals/tribes Good communication skills in Hindi and English language 5. Proficiency in working on computer.

Salary- Per Month Rs. 45000/-

**Capacity Building Manager – 1 Post**

**Eligibility Criteria** – 1. Age limit should be between 30 to 45 years 2. Post Graduate degree in Social Work/Social Studies/Public Health/Management 3. Minimum 4-5 years experience in working on nutrition/health/sanitation related programs at block/district level 4. Minimum two years experience in developing and promoting training material for frontline workers and project staff 5. At least two years experience in the districts and blocks where tribals live. Should have good communication skills especially in Hindi and local tribal dialects 5. Proficiency in working on computer

Salary -Per Month Rs. 40000/-

**MIS Officer – 1 Post**

**Eligibility Criteria** – 1. Age limit should be between 30 to 45 years 2. Post Graduate degree in Social Work/Social Studies/Public Health/Management 3. Minimum 4-5 years experience of working on nutrition/health/sanitation related programs at block/district level 4. Minimum three years experience of working as MIS Manager 5. Knowledge of handling software applications for MIS (Management Information System) 6. Experience of using online MIS system and its analysis in program implementation.

Salary- Per Month Rs. 40000/-

### **Cluster Coordinator-**

**Eligibility Criteria** – 1. Age limit should be between 30 to 45 years 2. Post Graduate degree in Social Work/Social Studies 3. Should have minimum 3-4 years experience in leading a team on nutrition/health/sanitation related programmes at block/district level 4. Should be willing to serve the community with work experience in community based programmes especially in the area of health and nutrition 5. Should have good communication skills preferably in Hindi and local tribal dialects 6. Should have knowledge of computer like MS Office and accounting, book keeping 7. Should have the ability to connect with various stakeholders at the district level to coordinate, manage, report and resolve project issues 8. Should have experience of coordinating with district administration, civil society organizations and active participation in district level committee and other forums. Should have minimum experience of planning and implementation with proper supervision and staff.

Salary- Per Month Rs. 35000/-

### **Accountants and logistics Manager – 1 Post**

#### **Eligibility Criteria**

1. Commerce graduate and minimum 3 years experience of working in NGO. 2. Excellent knowledge of accounting regulations and procedures. 3. Practical experience of using accounting software like Tele or Quickbook. 4. Knowledge of statutory laws regarding Income Tax and Foreign Contribution Regulation Act (FCRA). 5. Proficiency in MS Word and Excel. 6. Experience of handling audits independently.

Salary- Per Month Rs 30000/-

### **Creche supervisor- 2 Post**

#### **Eligibility Criteria**

1. Age limit should be between 25-45 years. 2. Should be at least a graduate with basic computer knowledge. 3. Should have working knowledge of maintaining accounts and accounting. 4. Should have experience of working in community based programmes, especially in the area of health and nutrition. He should be willing to serve the community. 5. Should have good communication skills especially in Hindi and local tribal dialects.

Salary – Per Month Rs. 25000/-

**The last date for submission of application is 5th August 2024 by 4.00 PM**

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Mail ID For Sending

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