

Job Title: Programme Associate, Livelihood, Bhubaneswar

Location: Bhubaneswar

Last Date of Application: 25th January, 2018

Vasundhara is a non-governmental, non-profit knowledge and action-research group that works on natural resource management and sustainable rural livelihoods. Vasundhara has focused on both Community Forest Rights as well as Individual Forest Rights under the FRA. Habitat Rights of PVTGs is one of the most significant aspects of the FRA and continues to remain more or less neglected at the national and state level. In this regard Vasundhara's work so far has involved action research and facilitation of the habitat rights of PVTGs in Odisha and support to habitat rights claims process in other states in collaboration with local CSOs, Traditional Institutions of PVTGs and District Administrations.

We are looking for a person to help in design and implement the Forest based livelihood project focusing through a collective and participatory process and keep the management/ team of the organisation informed on the development of the project. Coordinate different activities relating to **applied Research, Advocacy on NTFP and forest related issues** in the state level involving different stakeholders.

We are looking for a person with a Masters Degree in Social Work / Rural Development/Rural Management/MBA (marketing) with at least 3 years of post-qualification experience on livelihood promotion in forestry section Odisha or outside. The candidate will be located in Head Office with willingness to travel for at least 12 days in a month within the project area. Good Knowledge of English and Odia languages is necessary. Knowledge of Hindi and any Tribal Language of Odisha will be an added advantage. Basic Computer skills should include Word Processing, Spreadsheet, and Presentation Packages. Knowledge of SPSS or any other similar software would be an added advantage.

Vasundhara is an equal opportunity employer. Women and SC/ST candidates are especially encouraged to apply. Please apply to vasundharanr@vasundharaorissa.org. Last date for receiving completed applications is **25th January, 2018**. Applications should have <**Programme Associate, Livelihood, Bhubaneswar, Vasundhara**> as the subject line with **Covering Letter & CV in one Word File** along with the past research work, if any and also name of reference persons.

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Duration: Initial contract for 1 year (Renewable based on performance)

Remuneration: Remuneration will be negotiable based on qualification and experience

Probation Period: Six Months

Reporting: Team Leader, Livelihood

Detailed Job Description

Specific Requirements

- Assisting the team in overall strategic co-ordination of the programme.
- Work plans development and budgeting (including follow-up and analysis of all steps in the budget cycle), as well as tracking and reporting of revenues and expenses from the field unit as per donor's compliances.
- To undertake initiatives on up-scaling of Institution and trade and its possible replication in the selected regions of the state.
- To provide support for project implementation, data collection and analysis as well as to maintain contact with network centres and/or government officials;
- Helping the livelihood team for Fundraising and proposal writing for strategic partnerships and new projects;
- Preparation of narrative and financial reports to donors and partners;
- To undertake any other work relating to the project assigned by the organization.
- Bring Vasundhara to the surface at state level as a resource organization on NTFP management and trade and on cooperativization process.
- Facilitate dialogues, idea exchanges, knowledge sharing with all relevant stakeholders issues about FRA, (NREGA+) etc.
- Work with different technical institutions along with state forest departments and explore possibilities of collaboration.
- Responsible for producing research reports, write ups, occasional/working papers on different aspects of forestry governance giving due focus on livelihood.
- Assisting the Team leader in overall strategic co-ordination of the programme.

For more information about Vasundhara's work, please visit [**www.vasundharaorissa.org**](http://www.vasundharaorissa.org), [**www.fra.org.in**](http://www.fra.org.in)