

**Organisation:** Gujarat Mahila Housing Sewa Trust (MHT)

**Position Title:** Development Associate (Community Action Group Expert)

**Reporting to:** Project Manager

**Location:** Ranchi

**About Organisation:**

Gujarat Mahila Housing Sewa Trust (MHT) was founded in 1994 based out of Ahmedabad with the mission of building housing and living environments for poor women and girls. MHT's programs address basic civic and housing infrastructure needs, including water, sanitation, drainage, solid waste management, roads, electricity/energy, low-income housing and secured land tenure. MHT facilitates access to information along with financial, legal and technical services in housing, water and sanitation, and energy sectors with a focus on improving the quality of lives and livelihoods of poor women and girls.

**Main Responsibilities:**

- Lead community action group (CAG) team responsible for community mobilization, formation and training in urban poor settlements/slums.
- Support CAG team in developing work plan and effective tracking of issue identified
- Undertake regular field visit to area to assess effective & efficient program delivery
- Provide feedback to program manager with respect to achievement, shortcomings and further development at regular intervals
- Prepare & share monthly, quarterly and other reports in timely manner.
- Formation of Slums Action plan and its implementation.
- Collect and collate data related to project activities, process documentation, case study and best practices.
- Establish & strengthen alliances with state government, NGOs and key stakeholders in consultation with Program Manager with reference to CAG needs.
- To actively participate in and contribute to all team processes in the state
- Execute any other task assigned by supervisor

**Essential Qualification:**

- Graduate in any discipline. Preference will be given to candidate from Social Sciences/Rural Development/Management streams.
- Minimum 2 to 5 years of experience in social sector.
- Experience & knowledge of data management
- Fluency in regional language and Hindi – English language would be beneficial.
- Basic computer knowledge
- Good interpersonal communication skills

**Salary:**

- Salary will be commensurate with the qualifications & experience of the candidate.

**Application Process:**

Please send your CV to [karmika@mahilahsg.org](mailto:karmika@mahilahsg.org) and [ranchi@mahilahsg.org](mailto:ranchi@mahilahsg.org) with subject line **“Development Associate (Community Action Group Expert ) – Ranchi”** latest by 15<sup>th</sup> Dec, 2022

Qualified women are encouraged to apply.

Note: Only shortlisted candidates will be contacted and invited for interview

For organizational details please visit our website – [www.mahilahousingtrust.org](http://www.mahilahousingtrust.org)