**Soochna Sewa:Fellowship Program 2014**

Digital Empowerment Foundation is a non-governmental organization started in 2002 with an aim to find sustainable Information Communication Technology (ICT) solutions including digital and new media to address digital divide in under-served and unreached regions and communities. The organization is implementing a project “Soochna Sewa” in collaboration with European Union. DEF will start with the fellowship program with five districts, where fellows will serve as ‘Soochna Sevaks” and will be the moving Information centers under this project in below mentioned locations:

* Guna, Madhya Pradesh
* West Champaran, Bihar
* Tehri, Uttaranchal
* Barmer, Rajasthan
* Ranchi, Jharkhand

Fellows need to visit target districts to ensure that the people in these places have an accessible set of medium to get complete information about the public schemes. The fellowship includes all extended roles and duties which are essential to realize the desired goals. Anyone who is enthusiastic and passionate enough to make a difference in society is welcomed to join us as per following qualification, competencies and roles and responsibilities-

***Qualification:***

**Essential:**

* Fellow must be an Intermediate pass out from a recognized Board
* Fellow must be an Indian
* Fellow must possess in-depth understanding and sufficient knowledge of Public Policy and schemes
* Proven ICT skills including Internet based and Social Media based knowledge
* Must be fluent in Hindi and Local Language (Both verbal and written)

**Desirable:**

* Basic knowledge of English language is desirable.
* Experience on working similar grass-root level projects
* A broad understanding of the local environments, language, target audience behavior,

***Competencies:***

* Strong Work Ethics
* Problem-solver and analytical
* Balanced communication and leadership skills
* Exceptional Inter-personal skills
* Enthusiastically enthusiastic to reach desired goals
* Flair of writing
* Pro-active and flexible
* Ability to influence others
* Adaptive as per varied working and living conditions
* Cost conscious and a remarkable time management skills

***Roles and Responsibilities:***

* Fellows should represent Digital Empowerment Foundation and its mission of “Soochna Seva” to the target groups;
* Fellows need to lead and uphold the activities designed by Digital Empowerment Foundation for them to accomplish the program goals;
* Fellows should take care of all the equipment; DEF will provide them for their fellowship. *(It includes Laptop/Mobile/SimCard/Vehicle/Camera/Pendrive etc.);*
* Fellows should establish appropriate tools and mechanism and generate new research approaches to disseminate public scheme information to the wider range of target audience;
* Fellows should routinely communicate with target audience and deliver information door to door to ensure that they have equitable access to the public schemes information. They are required to guide people in filling up the forms for scheme and in choosing proper channels of availing schemes;
* Fellows should generate and maintain necessary documentation and reports and deliver the same to Digital Empowerment Foundation;
* Fellows need to do primary survey and capture data, whenever required;
* Fellows are required to shoot casestudies and videos on ground and update the same via social media tools, whenever asked;
* Fellows should attend Gram Sabha to understand the ground issues better and to diagnose possible zones for improvement;
* Fellows should report the entire work to the Block Coordinators and should help core team in visiting important locations;
* Fellows must maintain the confidentiality of Digital Empowerment Foundation and the associated projects. *(Fellows will be abide by the rules and protocols designed by Digital Empowerment Foundation for its employees);*
* Fellows are required to follow up on public scheme availing option;
* Fellows must be able to trouble-shoot immediate necessities related to the project requirements;
* Timely monitoring and evaluate the progress of the Project;
* Fellows must collaborate actively with Digital Empowerment Foundation to achieve the goals.

***Duration:***2 months

***Remuneration:***

A remuneration of INR 5000 per month along with a Certificate from Digital Empowerment Foundation after successful completion of the goals set for Fellows.

***Closing:***After completion of two months, fellows are required to submit a report to DEF on what are their deliverables, their journey, their research etc. *(This will include all the necessary documents they have collected during their fellowship period, photographs, videos any other relevant material.)*

***Terms of appointment:***

* The incumbent would be appointed for a period of two months which can be extended further on the basis of performance and availability.
* Selected incumbent needs to join at his/her earliest.