

Job Title	Soochna Seva Fellowship
Job Location	Guna- Madhya Pradesh; Tehri- Uttarakhand; West Champaran- Bihar; Barmer- Rajasthan; Ranchi- Jharkhand
Nature of Employment	Fellowship duration is of 1 year duration. After completion of 1 year period, the fellow will submit a report about his/her deliverables. It will include all documents, photographs, videos and any other relevant information or material. A case study/report on the given topic is also required, from his/her experiences on ground.
About the Organization	Set up in 2002, the Digital Empowerment Foundation (DEF) is a development entity with focus on Information Communication Technologies (ICTs) for development and good governance. Its key work areas include skill development & capacity building, social entrepreneurship, ICT services delivery, information for empowerment & development (CIRCs), digital content & solutions for rural empowerment, youth and women empowerment, local self-governance (Panchayats), ICTs for Civil Society Organisations (eNGO), ICT solutions for MSMEs (eMSME), district public Libraries as knowledge centres, Wireless solutions for communities (W4C), ICT for cluster development (Chanderiyan), ICTs for environment & natural resource management, internet rights, knowledge products and services (research & case study products), knowledge networks (Manthan Award, mBillionth Award), mobiles for social & behavioural changes, social media for development & change, ICTs for regional development (North East India), community radio & broadcasting solutions, ICT academy for youth & institutional empowerment. DEF has presence in India, South Asia and initial interventions in Africa.

	Details at www.defindia.org
Eligibility Criteria	<p>Anybody who is an Indian citizen and at least 12th pass is eligible to apply for Soochna Seva fellowship. Following are the skills and competencies expected of the fellows:-</p> <ul style="list-style-type: none"> • Must be well-versed with local language and culture. • Must be fluent in Hindi and should be able to communicate in basic English (both verbal and written). • Exceptional inter-personal skills, ability to influence others and leadership skills. • Highly motivated to achieve targets and meet tight deadlines. • Adaptive as per varied working and living conditions. Must be willing to travel extensively as per job requirement. • Pro- active and flexible. • Strong work ethics. • Must be able to handle digital tools (laptops, tablets) effectively and must have demonstrated willingness to spread digital literacy. • Ability to write effectively- requires quality documentation and case studies. • Must have proven ICT skills including internet-based and social media- based knowledge. • Cost consciousness and remarkable time management skills. • Problem solving and analytical skills. • Must possess sufficient knowledge of public schemes and policies. • Since the work requires extensive knowledge of the language, culture and other ground realities in the target districts, preference would be given to candidates from those districts during the selection of fellows.

Duties 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 routinely communicate with target audience and deliver information door-to-door to ensure that they have equitable access to information regarding public schemes. They are required to guide people in filling up the requisite forms for applicable schemes and in choosing proper channels for availing benefits;
- Fellows are required to follow up on the status of availing of public schemes by the beneficiaries and assist them in each successive step.
- Fellows should establish appropriate tools and mechanisms and generate new research approaches to disseminate public scheme information to the wider range of target audience;
- Fellows should report progress on the assigned tasks to the Block Coordinators and should help core team while visiting important locations;
- Fellows should generate and maintain necessary documentation and reports and deliver the same to Digital Empowerment Foundation;
- Fellows are required to document case studies and shoot videos on interesting scenarios and update the same via social media tools, whenever asked;
- Fellows need to do primary survey and capture data, whenever required;
- Fellows should attend Gram Sabha meetings

	<p>to understand the ground issues better and to diagnose possible zones for improvement;</p> <ul style="list-style-type: none"> • Fellows are required to spread digital literacy among the communities and train them on basic tools. • Fellows should take care of all the equipment that DEF will provide them for their fellowship. It includes laptop/ mobile/ SIM card/ vehicle/ camera/ pen drive etc.; • 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);
Reporting to	District Technical Manager