

Job Title	Soochna Seva-District Manager
Job Location	Tehri Garhwal, Uttarakhand
Nature of Employment	Contract Basis
About the Organization	<p>About DEF: 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. It works in key areas of – 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 Library 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 (the 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</p> <p>About the Project: "Soochna Seva" is a programme which aims at using multi-prolonged approach in order to aware the deprived population regarding the schemes implemented for them by the government. It involves ICT enabled information services delivery, access and entitlement based model. The whole process will be facilitate by 'Soochna Sevaks', will act as the core medium of the overall programme, who have the responsibility of providing information to the targeted group in a manner guided to them by the project manager. Details at soochnaseva.org</p>
Duties and Responsibilities	<ul style="list-style-type: none"> • Overseeing and managing all activities related to the programs in chosen districts and ensure to get the project desired impact. • Supervises and coordinates the Soochna Seva program implementation plan in their respective districts in coordination with Programme Manager. He/she should assist the team in developing implementation program. Ensure quality and well-timed implementation of activities in the assigned districts as per Project framework. • Attend regular meetings conducted by Program Manager and contribute his ideas and suggestions • Engagement and capacity building activities with NGOs, Local Schools, Public Health Centres, Self Help Groups, Youth Clubs and Women Association who will be acting as Stakeholder to achieve the desired project goals • Make sure that all district equipment and facilities are properly maintained by fellows/Stakeholder.

	<ul style="list-style-type: none"> • To coordinate, guide and support District fellows in time of need or confusion. • Travel widely within the selected areas of the Districts, whenever required • Ensure timely reporting from the assigned district to the Programme Manager, whenever required • Collect & Compiles background information to facilitate the effective decision-making process of the program team • Responsible for providing necessary support to the Programme Manager in documenting, compiling and submission of work reports.
Reporting to	<ul style="list-style-type: none"> • Project Officer
Travel	<ul style="list-style-type: none"> • Preparedness to travel extensively in all weather conditions in required areas of Districts
Skills and Competencies	<ul style="list-style-type: none"> • 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 • Familiarity with local socio-cultural practices and believes
Educational Qualification	<ul style="list-style-type: none"> • District Manager should be educated at least up to Post Graduate in Social Work/Rural Development (MSW) / MBA (preferably in Rural Management) from a recognized University or Institution • District Manager must be an Indian • District Manager 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, English and Local Language (Both verbal and written) • Minimum two years of proven experience in a well-recognized grass-root organization with same roles and responsibilities.
Salary & Benefits	<ul style="list-style-type: none"> • A remuneration starting from INR 20000/- per month based on the experience and competencies.
To apply	Please send your application and resume through e-mail at soohnaseva@defindia.net . Please mention in the subject line of

your e-mail "SOOCHNA SEVA – DISTRICT MANAGER". Only short listed applicants will be contacted. Selected Candidates are supposed to join with immediate effect.