

RIKA India is Hiring!!!

Job Post  
29.07.2024

TITLE: Program Assistant

LOCATION: Preferably located in Delhi NCR region

Qualification and Experience:

- Masters in Disaster Management/ Climate Change Studies/or relevant discipline from a renowned University/Institute
- Experience minimum 1 Year of working experience in disaster management

Skills required:

- Excellent communication and interpersonal skills.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- Good writing skills
- Experience in conducting field, data, and household surveys

Desirable:

- Research background
- Project management
- Ability to analyze data and information effectively
- Willingness to travel

Key requirements of the profile:

- Field work and data collection to support research and technical studies
- DRM planning and capacity building activities, etc.
- Research proposal development
- Project proposal development
- Knowledge Management products
- Any other activities as required by specific project in future

**COMPENSATION:** The remuneration will be as per internal policies and in line with market standards based on the experience, competencies and current CTC of the candidate. Please apply with your last drawn CTC.

Interested candidates to submit their CVs at [info@rikaindia.com](mailto:info@rikaindia.com) (with subject line: Application for Program Assistant) along with a cover letter, relevant writing samples and two references by **10<sup>th</sup> August, 2024**.

\* Candidates currently enrolled in universities/academic institutions are not encouraged to apply.