

RIKA India is Hiring!!!

Job Post
23.12.2024

TITLE: Program Assistant

LOCATION: Kanpur/Delhi NCR region

Joining: Immediate (1st week of January, 2025)

Qualification and Experience:

- Masters in Disaster Management/ Climate Change Studies/Rural Development/Hydrology/Water Resources or relevant discipline from a renowned University/Institute
- Experience minimum 1-3 Year of working experience in disaster management or any of the above-mentioned disciplines
- Experience in Solid waste management would be helpful
- Prior experience on MGNREGA planning and implementation, assessment of its works and assets. Also, prior experience working with government departments, non-profit organizations, or community programs would be highly valued

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

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:

- Project management
- Ability to analyze data and information effectively
- Willingness to re-locate and travel
- Proficiency in English and Hindi languages

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 fill up the google form <https://forms.gle/9kb6bTR2wZxDpo239> and submit their CVs subject line: Application for Program Assistant) along with a cover letter, relevant writing samples (limited to 10 pages) and two references by **31st Dec 2024**.

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