

District Executive - Job Description

Summary

The District Executive will work closely with the CM Rural development fellows (CMRDF) ensuring on-ground support to them with day-to-day activities and programme needs. This will also involve working with the Village Social Transformation Mumbai Team (VSTF) and its stakeholders to enable implementation of the programme.

Posting

District Executive will be working with the CMRDF in rural areas of Maharashtra. They will be allotted one district/cluster/block where they will be placed for the duration of the programme. It will involve travelling to villages in the district, and travel to Mumbai for any training with team.

Responsibilities

Primary responsibilities include and are not limited to –

- Manage a team of 15-20 CMRDF:
 - Act as a district representative of VSTF
 - Review, monitor and liaison with the CMRDF, to track their progress and provide any support that they may require
 - Document and monitor all District Mission council meetings
 - Assist the CMRDF with data collection and collating Village Development Plans
 - Assist the CMRDF with planning and capacity building at the village-level
 - Develop strategic interventions to identify and strengthen CMRDF that require extra support to continue to grow
 - Maintaining village-wise databases of all relevant information.

- Liaison between Collector office, VSTF HO team, Lead Development partners
- Assist in conducting training and induction programs for the CMRDF
- Generate programme reports on a monthly, quarterly and annual basis
- Assist in any conflict resolution, if required.

Knowledge and Technical Skills

- In-depth understanding of rural development
- Excellent written and oral communication skills
- Excellent people skills
- Experience assessing and developing relationships with stakeholders like village and district level authorities, CSR partners.

Competencies and Abilities

- Passion in working towards rural development and belief in VSTF's mission/model
- Organized and high attention to monitoring and documenting details of CMRDF
- Proficiency in Microsoft Word, Excel and PowerPoint
- Self-driven and motivated
- Effectively monitor, collaborate and work in teams
- Ability to collect meaningful data and draw solid conclusions
- Able to exercise good judgment, decision making and problem solving skills

Skills and Qualifications

- 5 years of work experience working with grassroots level organizations at village and/or district level.
- Bachelor's degree in social services, human services or related field preferred or equivalent related experience.
- Masters in Social Work is a plus, but not required.

Age Criteria

28 – 45 Years