

Ref:

Date : 05 11 2025

VACANCY ANNOUNCEMENT



Announcement No: GVM/VA/Extrernal/10/2025

GVM is planning to implement a project entitled **“Enhancing Foundational Learning by Improving Functioning of Anganwadis and School Libraries in Assam”**, in the following places:

- a) Goreswar Educational Block, Tamulpur District
- b) Chenga Educational Block, Barpeta District

The project is supported by **Tata Trusts** for a period of three years. To facilitate this implementation GVM is announcing vacancies for following positions at Gramya Vikash Mancha (GVM) . Applications are invited for eligible candidates for the available positions at Gramya Vikash Mancha (GVM) located in Kardaitola (Near Barbari Chowk), P.O.- Barbari, Pin: 781351, Via: Kalag, Dist: Nalbari, Assam, India.

Sl No.	Title of the position	Qty of vacant position	Essential Qualification/Experience	Period of Engagement	Salary and other allowances
1.	Project Manager	1	The candidate should be a Postgraduate, preferably in Social Science, Social Work, Education, Child Development, Psychology, Development Studies, Business Administration from a recognized institution, with a minimum of two years of work	Initially 11 Months	Rs.60000.00- Rs.65000.00

[Signature]



			<p>experience;</p> <p>or</p> <p>A Graduate, preferably in Social Science, Social Work, Education, Child Development, Psychology, Development Studies, Business Administration from a recognized institution, with a minimum of four years of work experience in projects preferably related to education or child development.</p> <p>The candidate must have proven leadership, strategic planning, and team management experience, along with strong skills in data analysis, communication, coordination, and stakeholder engagement. Proficiency in MS Office, project management tools, and report writing is essential. The candidate must be willing to travel extensively and be capable of handling multiple tasks. Fluency in English and the local or regional language is preferred.</p>		
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2.	District Coordinator	2	<p>The candidate should be a Postgraduate, preferably in Social Science, Social Work, Development Studies, Child Development, Education, Psychology, Business Administration from a recognized institution with a minimum of 2 years of work experience,</p> <p>or</p> <p>A Graduate, preferably in Social Science, Social Work, Development Studies, Child Development, Education, Psychology, Business Administration from a recognized institution with a minimum of 4 years of work experience in projects preferably related to education, child development, or community development. Proven leadership, strategic planning, and team management experience. Strong skills in data analysis, communication, coordination, and stakeholder engagement.</p>	Initially 11 Months	Rs.45000.00- Rs.50000.00
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			<p>Proficiency in MS Office, project management tools, and report writing.</p> <p>Fluency in English and local/regional language preferred.</p> <p>Strong leadership, communication, and community mobilization skills.</p> <p>Proficiency in the local language and basic computer operations.</p> <p>Ability to manage field teams and multitask under minimal supervision.</p>		
3.	Academic Coordinator (Early Childhood Education)	2	<p>The candidate should possess a Master's or Bachelor's degree preferably in Education, Sociology, Social Work, Child Development, Psychology, or a related field, with 2-4 years of experience in early childhood education or foundational learning programs. Strong facilitation, communication, and mentoring skills are essential, along with creativity and a child-centric approach to learning. Proficiency in the local language and basic computer skills is also required.</p>	Initially 11 Months	Rs.40000.00- Rs.45000.00
4.	Academic Coordinator (Library Education)	2	<p>The candidate should possess a Master's or Bachelor's degree preferably in Education, English, Library Science,</p>	Initially 11 Months	Rs.40000.00- Rs.45000.00


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			<p>or a related field, with 2 years of experience in education, literacy, or library-based programs. They must have strong facilitation, communication, and training skills, along with a passion for promoting reading and child-centric education. Proficiency in the local language and basic computer skills is also essential.</p>		
5.	MIS Incharge	1	<p>The candidate should hold a Master's or Bachelor's degree in Computer Science, Information Technology, or a relevant discipline, with minimum 1 year of experience in data management or MIS roles, preferably in NGO or development projects. Strong analytical, reporting and database management skills are essential. Proficiency in MS Excel, data visualization tools, and MIS software is required. The candidate should also have good communication skills and attention to detail.</p>	Initially 11 Months	Rs.22500.00- Rs.25000.00
6.	Accountant	1	<p>The candidate should have a Bachelor's degree in Commerce, Accounting, or Finance, with at least 2 years of experience. Proficiency in Tally, MS Excel, and basic computer applications is essential.</p>	Initially 11 Months	Rs.22500.00- Rs.25000.00

			<p>The person must possess strong attention to detail, knowledge of accounting standards, and the ability to maintain transparency and accuracy in all financial matters. Familiarity with donor-funded project finance and reporting will be an added advantage.</p>		
7.	Education Facilitator	30 (15+15)	<p>The candidate should have a Bachelor's degree, preferably in Education, Social Work, or a related field, with at least 1 year of experience in teaching, child facilitation, or education programs. Strong communication, facilitation, and child engagement skills are essential. The candidate should have a passion for working with children, basic computer knowledge, and proficiency in the local language.</p>	Initially 11 Months	Rs.15000.00- Rs.17500.00

Interested person can submit their application in specified link along with updated CV.


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Last Date for submitting Application: 15 November, 2025, on or before 11.59 pm.

Selection Procedure: Candidates will be selected through different stages of Interview.

Tentative Date for Interview: The date, venue, and time of the interview will be informed by email or telephone at least three days in advance after short listing the candidates.

Job Description against each position is attached herewith. For further information, if any, please call at +918133907778 (Himangshu Das), +917002173511 (Derajuddin Ahmed) (from 10.30 am to 5.30 pm).

Candidates are also advised to visit our official website <https://www.gvmassam.org> regularly to get updated information regarding date, time, and venue of the written test/interviews.


(Prithibhusan Deka)
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Gramya Vikash Mancha
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JOB DESCRIPTION



1. About Gramya Vikash Mancha (GVM)

Gramya Vikash Mancha is a non-political, secular, non-profit, and professionally managed people-oriented developmental organization, registered under the Society Registration Act XXI of 1860. GVM was established in 1999 and has since been working with a vision to create a peaceful, prosperous, egalitarian, and exploitation-free society in every village. GVM is based in Vill: Kardaitola (Near Barbari Chowk), P.O.- Barbari, Via: Kalag, Dist: Nalbari, Assam, India, Pin: 781351.

GVM is planning to implement a project entitled "Enhancing Foundational Learning by Improving Functioning of Anganwadis and School Libraries in Assam", in the following places:

- a) Goreswar Educational Block, Tamulpur District
- b) Chenga Educational Block, Barpeta District

The project is supported by Tata Trusts for a period of three years. The focus areas of the project are the improvement of early childhood education (ECE) in Anganwadi Canters and the enhancement of school libraries in lower primary schools. To facilitate the implementation of this project, GVM is announcing this vacancy.

2. Title of the Position: PROJECT MANAGER

3. Qty: 1

4. Duty Station: Head Office, GVM in Nalbari district

5. Duration: Engagement will be Initially for 11 (Eleven) months (Including 3 months probationary period) with the possibility of extension.

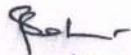
6. Type of Contract: Project Contract

7. Job Role :

The Project Manager (PM) is the overall lead responsible for strategic planning, implementation, monitoring, and coordinating the project entitled "Enhancing Foundational Learning by Improving Functioning of Anganwadi's and School Libraries in Assam", across all intervention districts. The role ensures that the project achieves its intended goals of improving access, quality, and equity in education for children from marginalized and vulnerable communities.

8. Key Job Responsibilities :

- (i) Coordination with the GVM authority and Tata Trusts in planning, monitoring, and ensuring smooth implementation of effective strategies to meet the project goals.
- (ii) Periodic review of strategies with the project team and re-strategize if needed.
- (iii) Effectively and efficiently managing the project team while empowering and building leadership skills of the team members.
- (iv) Managing project finances – Timely planning, monitoring and reporting expenditure.
- (v) Engagement with all the Stakeholders related to the project.


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- (vi) Prepare project forecasts and coordinate with the concerned authority for timely implementation.
- (vii) Timely Preparation and submission of report to concern authorities.
- (viii) Ensure gender-sensitive, inclusive, and child-centered approaches are embedded in all project components.
- (ix) Oversee and support district-level implementation through regular reviews and field visits.
- (x) Facilitate development of innovative educational models, remedial learning approaches, and community engagement strategies.
- (xi) Ensure timely execution of activities such as teacher training, community mobilization, school improvement initiatives, and learning assessments.
- (xii) Managing communication with the education department, and other academic institutions.
- (xiii) Support impact communication and advocacy through case studies, field stories, and media engagement.
- (xiv) Conduct periodic evaluations and facilitate evidence-based decision-making.
- (xv) End to end management of the Project.

9. Qualification and Requirements:

The candidate should be a Postgraduate, preferably in Social Science, Social Work, Education, Child Development, Psychology, Development Studies, Business Administration from a recognized institution, with a minimum of two years of work experience;

or

a Graduate, preferably in Social Science, Social Work, Education, Child Development, Psychology, Development Studies, Business Administration from a recognized institution, with a minimum of four years of work experience in projects preferably related to education or child development.

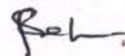
The candidate must have proven leadership, strategic planning, and team management experience, along with strong skills in data analysis, communication, coordination, and stakeholder engagement. Proficiency in MS Office, project management tools, and report writing is essential. The candidate must be willing to travel extensively and be capable of handling multiple tasks. Fluency in English and the local or regional language is preferred.

10. Length of Assignment :

The appointment will be on a contract basis, extendable based on performance during the project period.

11. Remuneration & Other Allowances :

As per the organization's policy.



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2. Title of the Position: DISTRICT COORDINATOR

3. Qty: 2

4. Duty Station: Tamulpur & Barpeta district

5. Programme Supervisor: Project Manager & GVM authority

6. Duration: Engagement will be Initially for 11 (Eleven) months (Including 3 months' probationary period) with the possibility of extension.

7. Type of Contract: Project Contract

8. Job Role :

The District Coordinator (DC) is responsible for planning, implementing, monitoring, and reporting all project activities within the assigned district. The role ensures effective execution of project entitled "Enhancing Foundational Learning by Improving Functioning of Anganwadi's and School Libraries in Assam" in Goreswar Educational Block, Tamulpur District & Chenga Educational Block, Barpeta District, supported by the Tata Trust, objectives — improving access, quality, and retention in education for children from marginalized and underprivileged communities.

9. Key Job Responsibilities :

- (i) Develop district-level action plans aligned with project goals and timelines.
- (ii) Coordinate with block-level and school-level functionaries for smooth implementation.
- (iii) Ensure delivery of interventions like support learning classes, teacher training, and community engagement programs.

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- (iv) Facilitate data-driven identification of children at risk of dropping out and ensure their retention and reintegration into schools.
- (v) Support and guide field facilitators, education volunteers, and community mobilizers.
- (vi) Organize regular training, orientation, and review meetings for district level project staff.
- (vii) Strengthen the capacity of School Management Committees (SMCs), teachers, and community members to enhance quality education.
- (viii) Collect, verify, and analyse field-level data on enrolment, attendance, and learning outcomes.
- (ix) Conduct school visits to monitor teaching-learning processes and provide feedback.
- (x) Preparation and timely submission of monthly progress reports, case studies, and success stories.
- (xi) Liaise with the District Education Office, SSA (Samagra Shiksha Abhiyan) officials, and other government stakeholders.
- (xii) Build rapport with local panchayats and community groups.
- (xiii) Represent the project in district-level meetings, review sessions, and public forums.
- (xiv) Mobilize community support for child education.
- (xv) Conduct awareness campaigns on Right to Education (RTE), school enrolment drives, and learning improvement initiatives.

10. Qualification and Requirements :

The candidate should be a Postgraduate, preferably in Social Science, Social Work, Development Studies, Child Development, Education, Psychology, Business Administration from a recognized institution with a minimum of 2 years of work experience,

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a Graduate, preferably in Social Science, Social Work, Development Studies, Child Development, Education, Psychology, Business Administration from a recognized institution with a minimum of 4 years of work experience in projects preferably related to education, child development, or community development. Proven leadership, strategic planning, and team management experience. Strong skills in data analysis, communication, coordination, and stakeholder engagement. Proficiency in MS Office, project management tools, and report writing. Fluency in English and local/regional language preferred. Strong leadership, communication, and community mobilization skills. Proficiency in the local language and basic computer operations. Ability to manage field teams and multitask under minimal supervision.

11. Length of Assignment :

The appointment will be on a contract basis, extendable based on performance during the project period.

12. Remuneration & Other Allowances :

As per the organization's policy.

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2. Title of the Position: Academic Coordinator (Early Childhood Education)

3. Qty: 2

4. Duty Station: Tamulpur & Barpeta District

5. Programme Supervisor: Project Manager & GVM authority

6. Duration: Engagement will be Initially for 11 (Eleven) months (Including 3 months' probationary period) with the possibility of extension.

7. Type of Contract: Project Contract

8. Job Role :

The Academic Coordinator (Early Childhood Education) is responsible for strengthening early learning and school readiness among children aged 3–6 years, in line with the NIPUN Bharat Abhiyan. The role focuses on enhancing the quality of Early Childhood Education (ECE) through curriculum support, teacher mentoring, guidance to Education Facilitators, and community involvement, ensuring the holistic development of children in the foundational stage.

9. Key Job Responsibilities :

- (i) Develop and execute activity plans for ECE in line with the project objectives and guidelines.
- (ii) Support for strengthening of Early Childhood Education Centres (Anganwadi's or pre-primary units).

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- (iii) Facilitate implementation of child-friendly teaching-learning practices, play-based learning, and activity-based pedagogy.
- (iv) Ensure the use of appropriate ECE materials and age-appropriate learning aids in classrooms.
- (v) Train and mentor Anganwadi workers, pre-primary teachers, and field facilitators on ECE pedagogy and classroom management.
- (vi) Develop teaching-learning materials, activity guides, and monitoring tools.
- (vii) Organize refresher trainings and learning exchanges to enhance teacher competency and motivation.
- (viii) Conduct regular field visits to Anganwadi centres to monitor quality and provide academic support.
- (ix) Observe classroom transactions, offer feedback, and identify capacity gaps.
- (x) Work closely with Project Manager, district coordinators, Project teams, ICDS officials, and education department representatives.
- (xi) Represent ECE initiatives in review meetings and stakeholder workshops.
- (xii) Organize guardian meetings, awareness sessions, and community events to promote the importance of early education.
- (xiii) Support home-based learning initiatives and smooth transition of children from preschool to primary grades.
- (xiv) Encourage inclusive participation of girls and children with special needs in ECE programs.

10. Qualification and Requirements :

The candidate should possess a Master's or Bachelor's degree preferably in Education, Sociology, Social Work, Child Development, Psychology, or a related field, with 2–4 years of experience in early childhood education or foundational learning programs. Strong facilitation, communication, and mentoring skills are essential, along with creativity and a child-centric approach to learning. Proficiency in the local language and basic computer skills is also required.

11. Length of Assignment :

The appointment will be on a contract basis, extendable based on performance during the project period.

12. Remuneration & Other Allowances :

As per the organization's policy.

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The project is supported by Tata Trusts for a period of three years. The focus areas of the project are the improvement of early childhood education (ECE) in Anganwadi Canters and the enhancement of school libraries in lower primary schools. To facilitate the implementation of this project, GVM is announcing this vacancy.

2. Title of the Position: Academic Coordinator (Library Education)

3. Qty: 2

4. Duty Station: Tamulpur & Barpeta District

5. Programme Supervisor: Project Manager & GVM authority

6. Duration: Engagement will be Initially for 11 (Eleven) months (Including 3 months' probationary period) with the possibility of extension.

7. Type of Contract: Project Contract

8. Job Role :

The Academic Coordinator (Library Education) is responsible for strengthening the *library-based learning ecosystem* across project schools and learning centres. The role focuses on enhancing children's reading habits, literacy skills, comprehension skills, and overall learning outcomes through effective library management, teacher support, and innovative literacy interventions.

9. Key Job Responsibilities :

- (i) Develop and execute activity plans for library education aligned with project objectives.
- (ii) Support the establishment and functioning of school and community libraries.
- (iii) Design and implement reading programs, story sessions, and library-based learning activities.
- (iv) Ensure integration of library education with the school curriculum and classroom learning.
- (v) Train and mentor teachers, librarians, and field facilitators on library management and reading pedagogy.


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- (vi) Develop resource materials, reading lists, and tools to promote joyful learning.
- (vii) Conduct orientation sessions for community volunteers and parents to encourage home reading practices.
- (viii) Track usage, participation, and learning progress of children in library programs.
- (ix) Conduct field visits to schools and libraries for quality assurance and academic support.
- (x) Coordinate with project staff to ensure smooth implementation of reading and library activities.
- (xi) Represent library education initiatives in project review meetings and workshops.
- (xii) Organize reading festivals, book exhibitions, and literary competitions.
- (xiii) Promote inclusive participation of girls and marginalized children in reading programs.
- (xiv) Encourage children's leadership in managing library corners and peer reading groups.

10. Qualification and Requirements :

The candidate should possess a Master's or Bachelor's degree preferably in Education, English, Library Science, or a related field, with 2 years of experience in education, literacy, or library-based programs. They must have strong facilitation, communication, and training skills, along with a passion for promoting reading and child-centric education. Proficiency in the local language and basic computer skills is also essential.

11.Length of Assignment :

The appointment will be on a contract basis, extendable based on performance during the project period.

12. Remuneration & Other Allowances :

As per the organization's policy.

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2. Title of the Position: MIS INCHARGE

3. Qty: 1

4. Duty Station: Gramya Vikash Mancha Head Office, Nalbari

5. Programme Supervisor: Project Manager & GVM authority

6. Duration: Engagement will be Initially for 11 (Eleven) months (Including 3 months' probationary period) with the possibility of extension.

7. Type of Contract: Project Contract

8 Job Role:

The MIS Incharge (Management Information System Incharge) is responsible for managing data collection, analysis, and reporting systems to ensure accurate monitoring of project activities and outcomes. The candidate must possess exceptional skills in emerging technologies such as Artificial Intelligence (AI) and related tools. The role focuses on developing and maintaining an effective data management framework for the project titled "Enhancing Foundational Learning by Improving the Functioning of Anganwadis and School Libraries in Assam."

9. Key Responsibilities:

(i) Design, maintain, and update the project's MIS database for tracking beneficiaries, activities, and outcomes.

(ii) Ensure timely collection, entry, verification, and consolidation of field-level data from all project locations.

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(iii) Develop data collection formats, dashboards, and reporting tools in consultation with project teams.

(iv) Maintain confidentiality, accuracy, and integrity of all project data.

(v) Generate regular analytical and progress reports (monthly, quarterly, annual) for internal and donor use after data validation process.

(vi) Provide data support for project reviews, presentations, and donor reports.

(vii) Identify data gaps, trends, and areas for improvement in project performance.

(viii) Assist in developing indicators and frameworks for effective Monitoring, Evaluation, and Learning (MEL).

(ix) Work closely with project managers, academic coordinators, and district coordinators to ensure consistent data flow.

(x) Train and support field staff on data collection tools, mobile-based apps, and reporting processes.

(xi) Ensure smooth functioning of digital data systems and troubleshoot technical issues related to MIS tools.

(xii) Manage data backup, storage, and retrieval processes efficiently.

(xiii) Support integration of digital tools (e.g., Excel, Google Sheets, Kobo, or other MIS platforms) for improved efficiency.

10. Qualification and Requirements :

The candidate should hold a Master's or Bachelor's degree in Computer Science, Information Technology, or a relevant discipline, with minimum 1 year of experience in data management or MIS roles, preferably in NGO or development projects. Strong analytical, reporting, and database management skills are essential. Proficiency in MS Excel, data visualization tools, and MIS software is required. The candidate should also have good communication skills and attention to detail.

11. Length of Assignment "

The appointment will be on a contract basis, extendable based on performance during the project period.

12. Remuneration & Other Allowances:

As per the organization's policy.

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2. Title of the Position: Accountant

3. Qty: 1

4. Duty Station: Gramya Vikash Mancha Head Office, Nalbari

5. Programme Supervisor: Project Manager & GVM authority

6. Duration: Engagement will be Initially for 11 (Eleven) months (Including 3 months' probationary period) with the possibility of extension.

7. Type of Contract: Project Contract

8. Job Role :

The Accountant is responsible for maintaining accurate financial records, ensuring transparent fund management, and supporting the financial operations of the project entitled "Enhancing Foundational Learning by Improving Functioning of Anganwadi's and School Libraries in Assam",

9. Key Job Responsibilities :

- (i) Maintain day-to-day financial records, vouchers, and ledgers related to the ECE component of the project.
- (ii) Ensure timely recording of all receipts, payments, and adjustments in accordance with organizational accounting standards.
- (iii) Prepare monthly, quarterly, and annual financial statements and reports.
- (iv) Support the preparation of project budgets, expenditure statements, and fund utilization reports.
- (v) Ensure all financial transactions comply with donor and organizational guidelines.

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- (vi) Maintain proper documentation for audit and verification purposes.
- (vii) Support internal and external audits by providing necessary documents and clarifications.
- (viii) Track advances, settlements, and ensure proper supporting documentation for all expenses.
- (ix) Work closely with the Project Manager, District Coordinators, and field teams to ensure timely fund disbursement and financial clarity.
- (x) Support procurement processes by ensuring adherence to financial procedures and approvals.

10. Qualification and Requirements :

The candidate should have a Bachelor's degree in Commerce, Accounting, or Finance, with at least 2 years of experience. Proficiency in Tally, MS Excel, and basic computer applications is essential. The person must possess strong attention to detail, knowledge of accounting standards, and the ability to maintain transparency and accuracy in all financial matters. Familiarity with donor-funded project finance and reporting will be an added advantage.

11. Length of Assignment :

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2. Title of the Position: EDUCATION FACILITATOR

3. Qty: 30 (15+15)

4. Duty Station: Barpeta & Tamulpur

5. Programme Supervisor: District Coordinator

6. Duration: Engagement will be Initially for 11 (Eleven) months (Including 3 months' probationary period) with the possibility of extension.

7. Type of Contract: Project Contract

8. Job Role :

The Education Facilitator plays a key role in implementing field-level interventions under the project entitled "Enhancing Foundational Learning by Improving Functioning of Anganwadi's and School Libraries in Assam". The position focuses on improving children's learning outcomes, strengthening community participation, and facilitating Early Childhood Education (ECE) and library-based interventions to ensure quality education and child development in the targeted areas.

9. Key Job Responsibilities :

- (i) Conduct learning sessions in Anganwadi centres.
- (ii) Promote reading habits through creative library sessions, and creative learning activities.
- (iii) Identify learning gaps among children and provide focused academic support in Anganwadi's and lower primary schools.
- (iv) Enhance inclusive education for all children.
- (v) Assist Anganwadi workers and teachers in implementing joyful and child-centric learning methods.

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- (vi) Support classroom organization, activity planning, and use of teaching-learning materials (TLMs).
- (vii) Coordinate with Anganwadi workers, school heads and teachers to align project activities with school calendars.
- (viii) Mobilize parents and community members to participate in children's education.
- (ix) Conduct home visits to track attendance, motivate parents, and reduce dropouts.
- (x) Organize awareness sessions on the importance of education, especially for girl children.
- (xi) Collect and report data on enrolment, attendance, and learning progress to the Academic Coordinator or District Coordinator.
- (xii) Participate in regular training, review, and planning meetings organized by the project.
- (xiii) Work closely with the Academic Coordinators (ECE/Library Education) and other field staff to ensure smooth execution of project activities.
- (xiv) Coordinate and facilitate events such as Sishu Melas, reading festivals, parent meetings, and cluster-level activities.

10. Qualification and Requirements :

The candidate should have a Bachelor's degree, preferably in Education, Social Work, or a related field, with at least 1 year of experience in teaching, child facilitation, or education programs. Strong communication, facilitation, and child engagement skills are essential. The candidate should have a passion for working with children, basic computer knowledge, and proficiency in the local language.

11. Length of Assignment :

The appointment will be on a contract basis, extendable based on performance during the project period.

12. Remuneration & Other Allowances :

As per the organization's policy.

President
Gramya Vikash Mancha