WE ARE HIRING

About us
Cividep India has been working on corporate accountability and workers’ rights since the year 2000. Headquartered in Bangalore, along with field-offices in South India, Cividep’s work aims to safeguard the rights of communities, especially workers employed in global supply chains. We strive to hold corporate entities accountable for the impacts of their business on workers and the environment. This is done through researching the working conditions across export-oriented industries, engagement in worker education, and advocating for policy change. These initiatives are focused on the garment, leather, and electronics industries, coffee and tea plantations, and in the area of business and human rights. Cividep is an active member of various national and global networks working for the advancement of responsible business conduct and human rights.

Position: Project Coordinator – Community Outreach
Cividep has an exciting opportunity open for the position of a Project Coordinator who will be responsible for implementation of Cividep’s community outreach work in and around Bangalore. This new recruit will play a significant role in the pursuit of Cividep’s mission and efforts to expand the project. In addition, the role will entail working closely with four grassroots organisations, supporting them in developing their capacity as community-based worker support centers.

The specifics of the role are listed below:

Role
• Plan and execute community based project(s) along with partner organisations and monitor their work to ensure it is carried out in a timely manner.
• Organise capacity building programmes for worker leaders and grassroot partners as part of the project.
• Oversee and ensure smooth functioning of four community-based worker support centres.
• If the need arises then plan, design and execute field research; including interviews and surveys with workers and other stakeholders.
• Liaise with government bodies/agencies, such as the Labour Department, Women’s Commission, ESIC and so on to improve access for workers to instruments extended by government departments.
• Liaise with other civil society organizations and trade unions in the region to build solidarity and energy towards the cause of improving workers’ access to rights.
• Provide guidance to the senior field coordinator and four field coordinators supervise their work in directly managing the four worker resource centers.
• Write up short articles for the organisation’s website to showcase the community outreach work and learnings from the field.
• Prepare narrative reports and submit training and work reports to the senior management of Cividep and donors.
• Manage the budget of the project and support the accounts & administrative team in reporting to the donors in a timely and effective manner.
• Carry out timely communication with donor and partners so as to ensure active and constructive engagement with the project.
• Visit the field areas from time to time to get a sense of how the project is progressing and communicating challenges to the Cividep management in a timely and effective manner.
• Communicate with Cividep's international as well as local partners along with participation in calls and meetings as per requirement.
• Undertake travel as and when needed for field work or representation of Cividep at various forums.

Skills
• Personal
  o Interest and commitment to workers’ rights and corporate accountability; an inclination to learn and communicate more around topics including business & human rights, global supply chains, the functioning of India’s export industries, and Indian, foreign, and international labour laws.
  o Comfort in interacting with a wide range of stakeholders, including workers, labour support organizations and networks, trade unions, and other relevant stakeholders.
  o Good English language communication skills, including speaking, reading, and writing.
  o **Knowledge of Kannada language is essential.**
  o A proactive and self-starter approach to work
  o Ability to work in a collaborative work environment, closely coordinating with colleagues and stakeholders
  o Ability to work in teams and manage personnel.
• Technical
  o Experience in writing short reports & articles.
  o Decent knowledge of working on budgets
  o Current and updated skills on usage of MS Office, other commonly used software’s and collaborative online platforms

Qualifications
• Post-graduate degree in social sciences, development studies, social work, labour studies or a related subject
• At least 3 to 5 years of work experience in a similar profile, with a high level of understanding of project management

Specifics
In the normal course, the role requires working from Cividep’s office in Bangalore, with some amount of travel within India. Under the current circumstances, some part of the work can be carried out remotely.

Monthly salary can be expected to range from **Rs. 60,000/- to Rs. 80,000** based on qualifications and experience.

Application process

Please send the following materials to info@cividep.org to apply, by **20th of February 2022**:
• Your fully updated CV
• A brief one-page cover letter stating why you are a good fit for this role
• Include two references.

Cividep aims to create a supportive and inclusive work environment for all our employees. All applications regardless of race, religion, caste, colour, place of origin, gender, sexuality, disability and age are welcome, and will be fairly evaluated as per the requirements of the role.