



church's auxiliary
for social action

Name of the Position: One Documentation Consultant

Duration: 12 months (3 months will be probation period)

Position opens from: 1st July 2019

Age: Upper age limit 40 years

Key deliverables:

- Overall project documentation ensuring specific project strategies and activities are achieved as stated in the project document.
- Documentation and Records keeping on:
 - Strengthening DRR with Child Centered approach at District level
 - CBDRR related manuals, documents and related IEC with special focus on Children and Women
 - Documenting Comprehensive School Safety & Security Plan (CSSSP)
 - Assisting in reviewing and integrating of CCDRR, CRIA in the District and Block Disaster Management Plans (DDMPs/ BDMPs)
 - Project related IEC and overall planning documents, record keeping and data management & analysis

Roles & responsibilities:

Reporting and Documentation on the following activities:

- Preparing, Training and Project activities report, documenting the stories of change and PPT as and when required in coordination with the project team.
- Collect data, analyse and provide updated information on implementation and maintaining financial status of the project activities;
- Prepare and submit monthly, quarterly project review reports, and technical progress reports to fulfill the CASA internal and donor requirements
- Document on results and lesson learnt from the project processes and achievements as well as documenting meetings, workshops reports and other information dissemination tools with different stakeholders.

Minimum qualification

- PG in Social Science/ English, has good command over English and has the ability to write in English fluently on social issues
- Computer & Internet knowledge

Desirable Qualification

- Has knowledge on the Child centric issues and understanding on the DRR aspects related to climate change

- Thematic understanding on DRR & Child Related Issues
- Ability to write in English with accuracy and grammatically correct with sufficient analytical knowledge
- Sound health (to be able to work under pressure, stress, time limit and extended working hours if needed).
- Requires traveling extensively in rural areas within the district in the state of West Bengal

Working Experience

- 2 to 5 years work experience on Documentation, MIS / DATA Management
- Report writing & conducting training programmes

Language Known

- Bengali, English and Hindi

Preference

- Willing to work under pressure
- Willing to work on holidays as and when required under emergency

Place of Functioning

- Kolkata
- Need to Travel to districts of Malda, Murshidabad, South 24 Parganas and Purulia as and when required

Consultation Package

Monthly Rupees Forty Thousand only (TDS applicable)

We are having gender balanced working environment, women candidates are encouraged to apply.

Send your Details CV with all supporting documents of your Qualification (in PDF version) to – casawestbengal@gmail.com within 7th July 2019
