

Job Vacancies



Organization: Child in Need Institute (CINI)

Location: Guwahati/Tamulpur - Assam

Position: Multiple positions

About the Organization:

Child in Need Institute (CINI), is a leading national-level professionally managed NGO in India with a 51+ years track record since 1974. It is committed to 'sustainable development in health, nutrition, education and protection of the child, adolescent, and woman in need'. Presently the institution reaches 10 million marginalized rural and urban populations in eastern Indian States.

1. Position: Bodoland Territorial Council Coordinator

Reporting To: Program Lead /In-Charge/MIS Lead/Unit Lead

Vacancy: 01

ROLE PURPOSE:

The Bodoland Territorial Council Coordinator will be responsible for oversee the entire program implementation and ensure deliverables committed to Donor aligning with organizational strategies in Bodoland the Bodoland Territorial Council Coordinator will be expected to lead multi-sectoral / health assessments, project planning, coordination, and support fundraising, recruitment, and procurement, at the field level. The post holder will be expected to mentor and/or capacity-build existing health staff. The post holder will be responsible for the day-to-day operations of the health program, ensuring compliance with the award regulations and monitoring of health projects.

The Bodoland Territorial Council Coordinator is responsible for coordinating, consolidating, and ensuring smooth implementation of program and operation activities in adherence to logistics, human resources, administration, and security procedures. The position demands developing and conceptualizing strategies for proper implementation of program activities and coordinate with different stakeholders for the desired outcome. The Bodoland Territorial Council Coordinator should ensure sharing and dissemination of project outcomes at the local level with all concerned stakeholders, organize meetings and documenting best case practice for better project visibility and reporting. The District Coordinator has to manage and coordinate field visits of donors/representatives/HO visitors/other stakeholders as and whenever requested.

KEY AREAS OF RESPONSIBILITY:

- Serves as a key figure in project and program strategic planning, ensuring effective coordination and guidance for the smooth execution of assigned activities in Bodoland
- Leads multi-sectoral and health-related assessments in collaboration with other thematic areas and external health agencies, ensuring thorough documentation of findings and an in-depth analysis of health and nutritional needs.
- Continuously tracks project activities to evaluate progress against expected outcomes at various stages, aligning with the overall goals and objectives.
- Oversees project implementation to ensure timely execution of activities, including monitoring progress based on log frames and managing individual performance work plans.



- Identifies capacity-building and training opportunities for health staff, acting as a mentor and role model for junior team members.
- Organizes and facilitates training sessions and induction programs for health staff, as well as shares knowledge and insights gained from seminars and training sessions with colleagues.
- Works with the Monitoring & Evaluation (M&E) team to develop an M&E plan that aligns with reporting requirements and enhances the capacity of field staff in data collection and analysis.
- Supports the MEAL team in establishing accountability mechanisms for health components within projects, ensuring timely responses to feedback and incorporating stakeholder input into project design.
- Engages with donor agencies, government bodies, and national/international organizations to strengthen partnerships and collaboration.
- In coordination with the Health Adviser and senior health staff, prepares timely program and donor reports, ensuring compliance with internal and external reporting requirements.
- Represents the organization in local, national, and international forums, conferences, meetings, and conventions.
- Assists in fundraising efforts for health-related initiatives, contributing to the development of high-quality concept notes and funding proposals with guidance from the Health Adviser.
- Works with the Health Adviser to develop project plans and budgets, contributing to a comprehensive health program plan and master budget.
- Supports communication and media-related activities as needed.
- Provides technical support and coordination for various activities in alignment with project, unit, and program objectives.
- Evaluates unit, project, and program performance to assess achievements and areas for improvement.

Technical Skill

- Well versed with Monitoring and Program Management Skills and Team management
- Good Presentation and Documentation Skills highly required
- Team management and time-line/deadline/ due date management with effective and efficient way
- Ability to work on the electronic device and real-time monitoring and tracking mechanism
- Ability to use and work on online platforms like Google Meet, Zoom, etc. and review progress, and Ability to use an electronic device for data collection Software tools
- Processing Android-based Mobile devices for better communication and photo capturing activities.
- Good Stakeholder Management Skills and relationship management in different level
- Represent organization at different levels from Govt. to public and private entities

Education Qualification and Experience

- **Minimum Education:** Post Graduation in Social Sciences or relevant subjects
- **Language is known:** English and Hindi (Local Language is Mandatory)
- **Experience:** Minimum Five years' experience
- **Travel:** Travelling is compulsory in this job, both for field and training purposes.



2. Position: Monitoring & Documentation Personnel, Vacancy: 1

Reporting To: Program Manager/Lead

ROLE PURPOSE:

The Monitoring & Documentation Personnel will play a crucial role in managing and overseeing the Project MIS and documentation. This position requires a deep understanding of monitoring and evaluation methodologies, data analysis, and program management. The Monitoring & Documentation Personnel will be responsible for ensuring effective monitoring and evaluation of program activities, collecting and analyzing data, and providing insights and recommendations along with documentation of the key learning and annual reports for program improvement and donor reporting.

Program Responsibility

- Develop an M&E framework that aligns with the objectives and indicators of the Urban Health and Nutrition Program and establish clear monitoring and evaluation protocols, tools, and data collection methods.
- Develop data collection tools and systems to gather accurate and reliable data and conduct regular/frequent field visits to program sites to oversee data collection processes and activity implementation.
- Analyze collected data using data collection tools and software to identify trends, patterns, and gaps in program performance based on data analysis.
- Implement a systematic process for monitoring program activities, progress, and outputs and identify challenges and bottlenecks in program implementation and propose corrective actions in order to provide timely feedback and recommendations to program staff for continuous improvement.
- Coordinate and conduct program evaluations, including baseline and end-line surveys and facilitate the dissemination of evaluation findings to relevant stakeholders.
- Support the organization in utilizing evaluation findings for strategic decision-making.
- Promote a learning culture within the organization by facilitating knowledge-sharing and capacity-building initiatives.
- Produce comprehensive reports on program outcomes and impact both for organizational learning and donor reporting.
- Prepare regular and ad-hoc reports/PPTs on program progress, achievements, and challenges to ensure compliance with internal and external reporting requirements.
- Acts as the representative of the organization in local, national, and international forums, meetings, conferences, conventions, etc.
- With support from the senior health program personnel assist in fundraising for health, including contributing to the development of high-quality concept notes and proposals.
- Contribute to communications and media work as required.

Administrative Responsibility

- Assist the Program Manager with support from the Organization's HR Administration and /or other senior health staff, with the HR team, identify technical staffing needs for emergency programs, and support rapid recruitment, induction, and training of new staff.
- Comply with organization policies and practices with respect to child safeguarding, code of conduct, health and safety, equal opportunities, and other relevant policies and procedures.



Other Responsibilities

- Performs other duties that the management may assign from time to time.
- Attends training as the management deemed essential for employee growth and skills enhancement.
- Cooperates in all CINI organizational activities and programs.
- Keeps assigned workplace clean and in proper order.
- Safely keeps and maintains office equipment and materials in proper condition.

Technical Skills Required

- Well versed with Monitoring Framework and MIS management
- Excellent Documentation and power point presentation preparation skills
- Well versed with Data analysis software – SPSS/ STATA/ SAS/ Epi Info/ R etc.
- Outstanding knowledge of Statistics and Epidemiology/ Public Health research
- Time-line/deadline/ due date management with effective and efficient way
- Report writing and donor documents preparation, organization strategic documents developments as per requirements
- Represent organization at different levels from Govt. to public and private entities
- Paper Drafting and present learning through papers in different platforms

Education Qualification and Experience

- **Minimum Education:** Post Graduation in Social Sciences (Experiences will be given priority)
- **Language is known:** Excellent writing and speaking in English and Local Language (Bengali/ Hindi/ Assamese/ Boro)
- **Experience:** Minimum Five years' experience
- **Travel:** Travelling is compulsory in this job, both for field and training purposes.

3. Position: District Coordinator, Vacancy: 1(one)

Reporting To: Program Coordinator/In-Charge/MIS Lead/Unit Lead

About the Position

Management of Malnutrition through Creating Access to Nutrition and Food Security for the most vulnerable Rural & Urban populace in Four Districts in two Eastern States of India through enhanced capacity of service providers, convergent actions, and detailed data management for evidence generation are core components of the project.

The District Coordinator is responsible for coordinating, consolidating, and ensuring smooth implementation of program and operation activities in adherence to logistics, human resources, administration, and security procedures. The position demands developing and conceptualizing strategies for proper implementation of program activities and coordinate with different stakeholders for the desired outcome. The District Coordinator should ensure sharing and dissemination of project outcomes at the local level with all concerned stakeholders, organize meetings and documenting best case practice for better project visibility and reporting. The District Coordinator has to manage and coordinate field visits of donors/representatives/HO visitors/other stakeholders as and whenever requested.

Job Responsibilities:

- Planning and implementation of activity on day to day and monthly basis.
- Monthly Review and Progress Monitoring and Planning



- Liaison and good coordination with Government Authorities.
- Liaison with key personnel at District/ Block/ GP/ gram/ cluster/village, and ward level.
- Organize various orientation and training activities for different groups including field workers, service providers, and Panchayat/LB representatives.
- To effectively manage accounts and finance-related work – preparing bill vouchers, checking, and submit.
- Gap analysis and advocacy for smooth delivery of services to the community.
- Requisition and purchase-related work; Bid analysis, vendor handling
- To effectively line manage the team of direct reports for ensuring efficiency and quality of the output.
- Documentation: Compilation and Report writing, CISS/CMS; MIS, location-wise data management.
- Substantial knowledge regarding program management on the field level.
- Undertake periodic field visits for monitoring & supporting.
- Mobilize and sensitize Women groups/MAS/Adolescent groups and community members.
- Assist MAS/Women's Group/Adolescent groups in their capacity with the use of online/virtual tools
- Capacity building of FLWs and adolescent/ Community members on key project deliverables and outcomes.
- Organize community events such as Mass Awareness, Sensitization and Nutrition drive jointly with the system and key community leaders and stakeholders
- Facilitate the preparation of a convergent action plan at all the project implementation level.
- To manage day-to-day administrative work of the organization as per requirement.
- To manage and supervise logistic arrangements for the project.
- Ability to multi-task and deal with a complex situation.
- To be assigned any work as and when required by the organization.
- Ability to adapt within the working environment and team setting.

Technical Skill

- Well versed with Monitoring and Program Management Skills and Software
- Good Presentation and Documentation Skills highly required
- Team management and time-line/deadline/ due date management with effective and efficient way
- Ability to work on the electronic device and real-time monitoring and tracking mechanism
- Ability to use and work on online platforms like Google Meet, Zoom, etc. and review progress, and Ability to use an electronic device for data collection Software tools
- Processing Android-based Mobile devices for better communication and photo capturing activities.
- Good Stakeholder Management Skills and relationship management in different level
- Represent organization at different levels from Govt. to public and private entities

Education Qualification and Experience

- **Minimum Education:** Post Graduation in Social Sciences (Experiences will be given priority)
- **Language is known:** English and Hindi (Local Language is Mandatory)
- **Experience:** Minimum Two years' experience
- **Travel:** Travelling is compulsory in this job, both for field and training purposes.



4. Position: Cluster Supervisor – Nutrition, Vacancies -2(two)

Reporting To: District Coordinator

About the position

A Cluster Supervisor- Nutrition is responsible for coordinating, consolidating, and ensuring the smooth implementation of program and operation activities in adherence to logistics, human resources, administration, and security procedures. The position demands developing and conceptualizing strategies for the proper implementation of program activities and coordinating with different stakeholders for the desired outcome. The Community Mobilizer cum Trainer has to manage and coordinate field visits of donors/representatives/HO visitors/other stakeholders as and whenever requested. Frequent monitoring and evaluation of field activities will remain crucial aspects of the role. The position demands regular visits to the field and supervising all planned and assigned activities to ensure their smooth implementation with an outcome-based approach. For doing so, they will be assisted by Field/Community level staff on the ground. Stakeholder management, coordination and meetings have to be significantly managed and supported by the said position.

Job Responsibilities:

- Planning and implementation of activity monthly.
- Monthly or periodic review meeting and progress monitoring
- Liaison and good coordination with Government Authorities.
- Liaison with key personnel at GP/Ward and Borough level Key stakeholders.
- Organize various orientation and training activities for different groups including field workers, service providers, and Rural/Urban Local Bodies representatives.
- To effectively manage accounts and finance-related work – preparing bill vouchers, checking, and submitting.
- Gap analysis and advocacy for smooth delivery of services to the community.
- Requisition and purchase-related work; Bid analysis, vendor handling
- To effectively line manage the team of direct reports to ensure efficiency and quality of the output.
- Documentation: Compilation and Report writing, CISS/CMS; MIS, ward-wise data management.
- Maintenance of MIS along with field staff.
- Undertake periodic field visits for monitoring & support.
- Mobilize and sensitize SHG/MAS and community members.
- Assist MAS/Women's Group in their capacity with the use of online/ virtual tools
- Capacity building of MAS/SHG and adolescent/ Community members on the First 1000 days of Life in slums and streets.
- Organize community events such as Mass Awareness, Sensitization, and Immunization drives jointly with the system and key community leaders and stakeholders
- Facilitate the preparation of a convergent action plan at the ward level.
- To manage the day-to-day administrative work of the organization as per requirement.
- To manage and supervise logistic arrangements for the project.
- Ability to multi-task and deal with complex situations.
- To be assigned any work as and when required by the organization.
- Ability to work on an electronic device.
- Ability to adapt within the working environment and team setting.



Technical Skill

- Ability to work on the electronic device.
- Ability to use and work on online platforms like Google Meet, Zoom, etc.
- Ability to use an electronic device for data collection Software tools
- Processing Android-based Mobile devices for better communication and photo-capturing activities.
- Ability to learn and train other community members on the use of electronic devices for information sharing and data collection.
- Substantial knowledge regarding program management on the field level.

Education Qualification and Experience

- **Minimum Education:** Graduation
- **Language is known:** Local Language (Bengali/ Hindi/ Assamese/ Boro) and English
- **Experience:** Minimum two-year's experience as field work in Health & Nutrition program
- **Travel:** Travelling is compulsory in this job, both for field and training purposes.

5. Position: Community Mobilizer Cum Trainer, Vacancies: 12 (Twelve)

Reporting To: Cluster Supervisor – Nutrition

About the position

The Community Mobilizer cum Trainer is one of the primary staff for being the success factor in establishing a linkage between community members and the organization. The Community Mobilizer cum Trainer has a primary role in assisting in terms of implementing program activities on the ground and sensitizing communities on the First 1,000 days of Life, Malnutrition management in the community level amongst the most vulnerable and underserved and unserved pockets of Kolkata, Siliguri, Uttar Dinajpur and Tamulpur covering villages, slums and street-dwelling inhabitants. Community Mobilizer cum Trainer commonly has to have a deep understanding of the issue or problem around which they are facilitating. They shall use their understanding of the issue, meeting purpose, and expected outcomes along with process skills and tools, to help the groups they are working with engage in effective dialogue, understand the information and decisions they are considering, and develop plans for group action. The Community Mobilizer cum Trainer is often seen as the meeting leader and provides process leadership in the community. However, the facilitator should always stay neutral on content and actively manage the process. The position assists with staff productions, taking the lead if assigned.

Job Responsibilities:

- Attending field of operation within the community daily and ensuring delivery of information to the masses.
- Maintaining daily records of their visits and providing beneficiaries accurate information as per query raised.
- Developing and maintaining working relationships with family centers and community organizations, as well as enhancing relationships with referral sources and community leaders.
- Planning and implementation of activity every month with outcomes assessment
- Liaison and good co-ordination with Government Authorities and local stakeholders
- Liaison with key personnel at the Village/ ward/ Cluster and community level



- Organize various orientation and training activities for different groups including key health and nutrition service providers and representatives from the community
- Compilation and writing of reports and case studies with good pictures
- Maintenance and Updating MIS/Visitor Data daily
- Undertake Planned field visits as per the implementation of the project
- Mobilize sensitize and assist in forming MAS/Women's Group and community members
- Joint visits to houses of targeted populations with FLWs
- Assist MAS/Women's Group in their orientation and sensitization on Health & Nutrition with the use of online/ virtual tools
- Malnutrition screening and management in the community level
- Organize community events such as Mass Awareness, Sensitization, and Immunization drives jointly with the system and key community leaders and stakeholders
- Facilitate the preparation of a convergent action plan at the ward level
- System strengthening and Facilitation of the existing system and mode of operation.

Technical Skill

- Substantial knowledge regarding health and nutrition program and experiences in field
- Ability to work on the electronic device.
- Ability to use and work on online platforms like Google Meet, Zoom, etc.
- Ability to use electronic devices for data collection Software tools
- Processing Android-based Mobile devices for better communication and photo-capturing activities.
- Ability to learn and train other community members on the use of electronic devices for information sharing and data collection.

Education Qualification and Experience

- **Minimum Education:** 10th Passed
- **Language is known:** Local Language (Bengali/ Hindi/ Assamese/ Boro) and Basic English
- **Experience:** Minimum two-year's experience as field work in Health & Nutrition program
- **Travel:** Travelling is compulsory in this job, both for field and training purposes.

Additional Information:

- **Remuneration:** Based on Experiences and Project Budget.
- **Last date of Application:** 24th May 2026
- **Email us at** nitumoni@cinindia.org