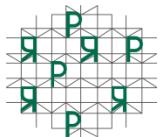


Job Announcement Form
Professional Assistance for Development Action (PRADAN)

Title of position offered	Programme Associate - Documentation and Coordination
Number of Vacancies	1
Roles and Responsibilities:	<ul style="list-style-type: none">• Programme Documentation and Knowledge Management<ul style="list-style-type: none">○ Develop a comprehensive framework for documenting various stages of the Nurturing Aspirations and Resilience for Inclusion-Karnataka Inclusive Livelihood Programme (NARI-KILP) programme: design, implementation, innovations, and learnings.○ Undertake rich, field-based documentation in various formats: case stories, articles, booklets, videos, presentations, brochures, etc.○ Partner with communication experts, writers, filmmakers, and designers to develop high-quality learning and communication materials.○ Categorise and archive all learning documents for easy retrieval, team learning, and stakeholder dissemination.• Coordination with Experts and Institutions<ul style="list-style-type: none">○ Identify and onboard knowledge partners for co-creating documentation and capacity-building materials.• Supporting Monitoring, Evaluation, and Learning (MEL)<ul style="list-style-type: none">○ Collaborate with the MEL team to provide base material (stories, indicators, change narratives, field observations) to feed into the programme's MEL system.○ Contribute to reflection processes, learning reviews, and adaptive planning exercises by curating field insights and narratives.• Institutional Convergence and Government Engagement<ul style="list-style-type: none">○ Actively engage with government departments (e.g., RDPR, Agriculture, Horticulture, MGNREGA, NRLM) to facilitate the implementation and scale-up of the programme.○ Coordinate with multiple stakeholders to mobilise government resources and schemes aligned with the programme's objectives.○ Support efforts to leverage public funds and schemes for reaching 50,000 households across selected geographies within three years.• Organising and Maintaining Programme Records



	<ul style="list-style-type: none"> ○ Systematically categorise and archive all project-related documents, including: <ul style="list-style-type: none"> ▪ Programme proposals ▪ Policy notes ▪ Government orders and circulars ▪ Administrative communications and MoUs ○ Maintain a structured repository for internal reference and external reporting.
Eligibility criteria	<p>Qualifications and Experience:</p> <ul style="list-style-type: none"> • MBA/PGDM/Master's or any professional degree or any higher studies in Social/Development, Business or Rural from reputed national/internation institutions such as IIM, IRMA, XIMB, IIFM with marks not less than 60% in qualifying degree, and not less than 55% in 10th, 12th, and other degrees. • Minimum work experience of 5 years in the development sector, preferably with the Government or reputed Governmental Organizations. • Excellent interpersonal skills. • Good spoken and written communication skills in Kannada and English. • Understanding and awareness of ongoing government schemes and focus areas for rural areas/policies, etc.
Place of posting/Location	Bangalore, Karnataka
Proposed Salary range	Rs.75,000/- per month; Negotiable
Nature of job	1-year fixed term Contract and extendable based on performance
Last date of Application	February 15, 2026
Insert Google Form link for pulling CVs	https://forms.gle/J3dxn1NPBnYVU9Fv7