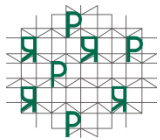


Job Announcement Form  
Professional Assistance for Development Action (PRADAN)

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



	<ul style="list-style-type: none"><li>○ Systematically categorise and archive all project-related documents, including:<ul style="list-style-type: none"><li>▪ Programme proposals</li><li>▪ Policy notes</li><li>▪ Government orders and circulars</li><li>▪ Administrative communications and MoUs</li></ul></li><li>○ Maintain a structured repository for internal reference and external reporting.</li></ul>
Eligibility criteria	<b>Qualifications and Experience:</b> <ul style="list-style-type: none"><li>• MBA/PGDM/Master's or any professional degree or any higher studies in Social/Development, Business or Rural from reputed national/international 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.</li><li>• Minimum work experience of 5 years in the development sector, preferably with the Government or reputed Governmental Organizations.</li><li>• Excellent interpersonal skills.</li><li>• Good spoken and written communication skills in Kannada and English.</li><li>• Understanding and awareness of ongoing government schemes and focus areas for rural areas/policies, etc.</li></ul>
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	<a href="https://forms.gle/J3dxn1NPBnYVU9Fv7">https://forms.gle/J3dxn1NPBnYVU9Fv7</a>