

We are seeking Project Coordinators to support ongoing and upcoming VBERC programs aimed at promoting equitable education for rural and marginalized children. These programs focus on introducing innovative learning materials, supporting teachers, and organizing activities such as camps and children's book festivals.

Key Responsibilities:

- Manage all phases of project coordination, from design to implementation, in alignment with program goals.
- Oversee budgetary expenses and ensure timely submission of Utilization Certificates.
- Organize meetings, share key indicators with relevant teams, and coordinate with field and subject experts.
- Maintain organized and verified records and databases.
- Contribute to quarterly and annual reports, as well as program documentation.
- Conduct academic sessions and workshops for the field team, documenting observations and addressing challenges.
- Address unexpected issues and find solutions promptly.

Essential Requirements:

- Postgraduate degree in a relevant field.
- Minimum of 3 years of experience conducting training, meetings, and supporting field teams.
- Strong strategic planning and execution skills.
- Excellent communication, documentation, and technological skills.
- Proficiency in Hindi and English (verbal and written).
- Ability to network and engage with diverse communities.

Base Location: Udaipur, Rajasthan, with travel to field locations as needed.

Selection Process

1. **Initial Screening:** Based on CVs.
2. **Written Exam:** Shortlisted candidates will appear for a written test.
3. **Interview:** Candidates who qualify the exam will be interviewed. Final selection will be based on overall performance.

Application Deadline: December 15, 2024

Documents Required:

- Updated CV
- Educational qualifications (degrees and mark sheets)
- Experience certificates
- Any relevant supporting documents

Contact:

Vidya Bhawan Society,
Dr. Mohan Singh Mehta Marg, Near ICICI Bank, Old Fatehpura, Udaipur.
Phone: (0294-2450911), 09672393985, 06350360874
Email: recruitment@vidyabhawan.in

We are seeking a Language Resource Person to join the VBERC language team. This role focuses on promoting equitable education through innovative materials and activities, such as children's book festivals, the 'Books for

Friends' initiative, and the 'Reading Village' program.

Key Responsibilities:

- Lead language-related projects and provide subject-specific insights and expertise.
- Maintain records, reports, and academic session documentation.
- Lead workshops, seminars, and training sessions for teachers and students.
- Facilitate reading and writing sessions, with a focus on children's literature.
- Assist in developing assessment tools and evaluating educational programs.

Essential Requirements:

- Postgraduate degree in a relevant field.
- Minimum of 5 years of experience conducting training, supporting field teams, and working with educational programs.
- Excellent communication, documentation, and data analysis skills.
- Proficiency in Hindi and English (verbal and written).
- Interest in children's literature and libraries.
- Strong analytical and organizational skills.

Base Location: Udaipur, Rajasthan, with travel to field locations as needed.

Selection Process

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We invite applications for Research Associate positions in our Science and Language (English) teams. This role offers an opportunity to collaborate on exciting projects, work closely with experts, and contribute to educational innovations.

Key Responsibilities:

- Contribute to ongoing projects in your subject area.
- Develop educational content related to specific subjects.
- Coordinate or assist with field activities.

- Collaborate on workshops, training sessions, meetings, and assessments.
- Prepare detailed case studies, quarterly reports, and present findings.

Essential Requirements:

- Postgraduate degree in a relevant field.
- Minimum of 3 years of experience in project coordination or educational roles.
- Strong communication, documentation, and data analysis skills.
- Proficiency in Hindi and English (verbal and written).
- Ability to work both independently and as part of a team.

Base Location: Udaipur, Rajasthan, with travel to field locations as needed.

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We offer exciting opportunities for individuals to work closely with our experienced team at VBERC. As a Resource Person, Volunteer, or Intern, you will contribute to various ongoing projects and gain valuable hands-on experience.

Key Responsibilities:

- Assist in data collection, analysis, and program implementation.
- Support faculty and field teams in workshops, training sessions, and reports.
- Collaborate with team members and present project insights.

Essential Requirements:

- Master's degree or Ph.D. in a relevant field.
- 2-4 years of relevant work experience.
- Strong communication, technological, and analytical skills.
- Proficiency in Hindi and English (verbal and written).
- Ability to work independently and as part of a team.

Base Location: Udaipur, Rajasthan, with travel to field locations as needed.

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[Download Application Form](#)
