

## **Aajeevika Bureau**

### **Senior Associate – Field Position (01 Male & 01 Female)**

**Location:** Ankleshwar (Bharuch), Gujarat

**working Area:** Ankleshwar, Panoli, Jhagadia, and nearby industrial areas

### **About Aajeevika Bureau**

Aajeevika Bureau, headquartered in Udaipur, is a non-profit organisation working for the security, dignity, and rights of migrant and labour-dependent communities. Through its Worker Facilitation Centres (WFCs), Aajeevika Bureau supports workers on workers' rights, legal aid, Occupational Safety and Health (OSH), social security, and other work-related issues.

### **About Ankleshwar Centre**

Ankleshwar, Panoli, and Jhagadia GIDCs are major industrial hubs with a diverse range of industries, including chemicals, pharmaceuticals, petrochemicals, agrochemicals, dyes and pigments, plastics, textiles, engineering, and manufacturing units. A large number of migrant workers from different states work in these industries. Aajeevika Bureau has been working in Ankleshwar for the last five years, with a focus on legal support, Occupational Safety and Health (OSH), Social Security (PF & ESIC), and workers' rights.

### **About the Position**

Aajeevika Bureau is looking for **two young and motivated Sr. Associates, one male and one female**, to support the fieldwork of the Ankleshwar Centre. The position will involve **regular field visits and direct engagement with migrant and industrial workers**. The person will support workers in accessing their rights and entitlements and assist the centre team in case management, legal awareness, OSH, and social security work.

### **Key Responsibilities**

- Conduct regular field visits to industrial areas, worker communities, and workplaces to reach out to industrial migrant workers.
- Build relationships with workers and understand their work-related problems and concerns.
- Support workers in cases related to **Wage Theft, workplace accidents, injuries, PF, ESIC, and other social security issues**.
- Conduct awareness sessions / on workers' rights, Occupational Safety and Health (OSH), and social security.
- Support legal aid and case management by collecting information, maintaining records, and following up on cases.
- Coordinate with community leaders, worker groups, government officials, and other local stakeholders as required.
- Maintain regular field records, case documentation, and activity reports.
- Support the Centre Coordinator and team in planning and implementing centre activities.
- Participate in meetings, campaigns, training programmes, and other programme activities.

**Required Qualification & Experience**

- Graduate degree in **Social Work, Sociology, Law, Rural Development**, or a related field.
- **1–2 years of relevant experience** in fieldwork, community engagement, workers' rights, social work, or the development sector is preferred.
- Fresh candidates with a strong field orientation and commitment to workers' rights may also be considered.
- Good communication and interpersonal skills.
- Strong interest in working with **migrant and industrial workers**.
- Willingness to travel regularly within Ankleshwar, Panoli, Jhagadia, and nearby areas.
- Basic documentation and reporting skills.
- Good knowledge of **Hindi** is required. Knowledge of Gujarati and Basic English will be an advantage.
- Ability to work independently as well as part of a team.

**Compensation & Benefits**

Compensation will be based on the candidate's skills and experience. and will be in line with professional NGO salary standards in Gujarat.

**How to Apply** Interested candidates may send their **CV and Cover Letter** to [jobs@aaajeevika.org](mailto:jobs@aaajeevika.org)

**Last Date to Apply: 10 September 2026**