

Programme Coordinator

Women Workers and Family Empowerment Program

Location: Udaipur / Salumbar, Rajasthan

Lead field programmes. Write with clarity. Use evidence to strengthen women's collective voice.

We are looking for an enthusiastic development professional who combines a commitment to women's rights with the ability to implement programmes, write compellingly and work confidently with data. This role is for someone who enjoys sustained community engagement and can turn field experience into clear analysis, stronger programme decisions and persuasive reports.

About the programme

Aajeevika Bureau works with migrant workers and labouring communities to build secure and dignified lives. Our women workers' empowerment programme supports women in migration-affected communities whose paid, unpaid and informal work often goes unrecognised. Through *Ujala* collectives and their federations, women strengthen their access to social protection, employment entitlements, pensions, ration systems and participation in local governance. More than 16,000 women are part of these collectives across South Rajasthan.

The opportunity

You will help coordinate programme delivery, strengthen women's collectives and support field teams. Alongside implementation, you will analyse programme data, develop high-quality written outputs and contribute to research, programme design and visibility.

What you will do

Programme implementation: Translate programme goals into workplans, coordinate field activities, track progress and follow through on agreed actions. Identify implementation gaps and work with colleagues and communities to resolve them.

Women's collectives and leadership: Strengthen Ujala Samooths and federations, support women's participation and leadership, and help develop collective responses to labour, gender and entitlement issues.

Writing and knowledge development: Produce clear analytical reports, case studies, learning notes and communication materials. Contribute to proposals and programme briefs, drawing on verified evidence and women's perspectives.

Data and programme learning: Maintain reliable programme records; review completeness and accuracy; analyse participation, activities and outcomes; and prepare useful summaries and simple dashboards. Use findings to improve implementation.

Research and documentation: Undertake focused field enquiries, interviews and discussions; review relevant material; and synthesise findings into practical recommendations. Ensure informed consent, confidentiality and respectful representation.

Team development and partnerships: Support field teams through training, mentoring and review meetings. Coordinate with relevant organisations, networks and institutions to advance programme priorities.

What you should bring

- A postgraduate degree in Social Work, Development Studies, Gender Studies, Sociology, Labour Studies, Public Policy or a related discipline.
- 3-4 years of relevant grassroots experience, preferably with women's or adolescent girls' collectives, and experience planning and implementing programmes.
- Strong understanding of gender, labour, migration and the realities of marginalised women, with an ability to apply a feminist perspective in everyday programme work.
- Very good writing skills - ability to produce a coherent report, synthesise evidence and explain findings clearly. Strong Hindi and good working knowledge and communication in English are desirable.
- Practical proficiency in Excel or Google Sheets, AI and design tools, ability to interpret figures, identify errors and explain what data means for the programme.
- Strong coordination, facilitation and follow-through; ability to work independently and collaboratively with field teams.
- Willingness to be based in the Udaipur / Salumbar area, travel frequently and build a sustained working relationship with communities.

Who will thrive here

You are curious, organised and comfortable moving between community meetings, spreadsheets and writing. You listen carefully, question assumptions and value both women's lived experience and sound evidence. You are seeking a long term engagement and want to work directly with communities as a programme professional. This position is open to women candidates only. Dalit, Adivasi, OBC and minority candidates are encouraged to apply.

Remuneration

Compensation will be commensurate with qualifications and experience, as per Aajeevika Bureau's norms.

How to apply

Email your CV, a brief cover letter and one writing sample to jobs@ajeevika.org. Use the subject "FEP_Udaipur_Programme Coordinator". Applications without a cover letter and writing sample will not be considered. Shortlisted candidates will be contacted.

Last Date to Apply: 31 October 2026