Apply for Job

Organization: AIDMI (All India Disaster Mitigation Institute)

Location: Ahmedabad, Gujarat, India

Job Type: Full-time

Overview:
AIDMI is seeking a creative, tech-savvy, hardworking candidate to join AIDMI team. In this role, the candidate will manage and monitor field actions. A one-year contract that may have long-term possibilities. Women, *Dalits*, and Minorities are encouraged to apply.

Responsibilities:
- Manage AIDMI's work, including surveys, training, field visits, demonstratives, data and documentation.
- Design and Develop knowledge products with co-creation participatory processes.
- Design and conduct training and capacity-building actions with relevant stakeholders.
- Monitor and capture good practices, and incorporate new techniques and tools to remain at the forefront.
- Collaborate, co-create and implement at least three online webinars that support AIDMI's initiatives.
- Developed and implemented data collection process using digital platform runs and analytical tools such as Kobo Toolbox, MAXQDA, NVivo, and SurveyCTO.
- Collecting, maintaining, and analysing data for record and development processes.
- Report to Mr. Vishal Pathak on a weekly basis.
- Work will be reviewed each quarter after submitting a quarter report.

Qualifications:
- Bachelor's or master's degree or related field with at least two years of experience.
- Knowledge of good social media practices, trends, and short video making.
- Excellent writing and editing skills.
- Strong attention to detail and ability to work independently and as part of a team.
- Excellent communication and interpersonal skills to find solutions.

How to Apply: Please submit your CV and a cover letter outlining your experience and qualifications for the position to **Ms. Jyoti Agrawal**, support@aidmi.org. Also, submit your recent sample of writing. Two references, starting date, and expected amount. We look forward to hearing from you as soon as possible!