



National Insurance VimoSEWA Cooperative Ltd.

Job Description

Position: Program Associate
Location: Ahmedabad
Reporting to: CEO

About the Organization

National Insurance VimoSEWA Cooperative Ltd. is a multi-state cooperative promoted by SEWA and aims to provide social protection to informal sector women workers and their families. It is a standalone, multi-product and full-service delivery insurance entity in which women members are themselves users, owners and managers of all services.

About the Role

The position will be based out of the head-office at Ahmedabad or could be at any location as per need or decided by the organization.

This position offers an opportunity to explore various domains within the organization. The appointed person will be directly engaged in operations, marketing, communications and documentation.

Roles and Responsibilities

- Support various organizational teams in operations and supporting them in streamlining their workflow.
- Support the management team in organizational building process.
- Identification of new possible partnerships to increase the outreach of the organization and support in facilitating and maintaining existing partnership relation with the organizations.
- To provide support in various projects and initiatives within Gujarat and outside Gujarat.
- Support the communication and engagement team in creating new spaces and processes to establish new communication activities and also support in implementation of the existing processes on the field.
- To establish a knowledge management hub within the organization and streamlining the diverse knowledge through documentation.
- To support the MIS team in better implementation and management of the data.

Professional Qualification/expectation

- Desired: She/He should hold Master's degree with at least 1 year of experience in development sector, and if not then should have completed bachelors with 3 years of experience in development sector.
- She/He should be preferably familiar with the context of digital based financial security services.
- She/He should be able to commit for at least 2 years with the organization.

Preference

- Preference will be given to the female candidates but male candidates are also encouraged to apply if interested.

Duration of the Work

The contract will be awarded for one year initially (subject to renewal) with three months of probation (can be terminated if performance is not satisfactory).

Compensation (Consolidated)

INR 35,000 – 40,000 per month, plus travel allowance and other allowances.

How to apply: Send us your resume and cover letter to akash@sewainsurance.org