

WE ARE HIRING!!!

We are currently in the 3rd year of an EU project titled "Liveable, inclusive and resilient Himalayan city - strengthen"
The objective of the project is below:

***Overall objective:** Ladakh, at 13,000 feet high in the Himalayas is in difficult terrain for urban settlements. Like other mountainous regions, it faces magnified risks from climate change—floods, failed crops and landslides, which can decimate lives, livelihoods, infrastructure and the environment. This project will **strengthen capacities** of the local government, the **Ladakh Autonomous Hill Development Council (LAHDC)** to make Leh, its prominent capital city and surrounding areas more environmentally friendly, and a symbol of resilient and sustainable urban development.*

We are hiring new people for the following positions and inviting applications from all candidates who fulfill the below criteria for the open positions. Only short-listed candidates will be called for interviews.

Interested candidates can submit their resumes, the statement of purpose and relevant documents along with work experience at LEDeG Office, Karzoo Zing, Leh-Ladakh, or you can email it to dp.eu.ledeg@gmail.com, before February 29, 2020.

S.No	Post	Number of posts	Job Description	Eligibility criteria
1	Project Manager	1	<ol style="list-style-type: none"> 1. Responsible for overall project administration, planning, implementation, and monitoring 2. Ensuring coordination and communication among various partners to foster strong partnership 3. Responsible for implementation of all the proposed project activities within the given time-frame and quality parameters. 	<ol style="list-style-type: none"> 1. Master degree in any field - management degree will be given extra preference 2. Minimum 7 years of experience in project management. Experience in EU project will be given extra preference 3. Subject knowledge in waste management, water, urban development is preferred.
2	Communications and Public Relations	2	<ol style="list-style-type: none"> 1. Developing and rolling out the visibility plan for the project 2. Identification of innovative communication, public relations, and platforms that will help in showcasing the project work 3. Production/preparation of project related communication materials, fact sheets, and reports 4. Write press releases, advisories in English; edit : campaign reports and blogs 5. Manage digital media including newsletter 6. Develop short films 	<ol style="list-style-type: none"> 1. Bachelors degree in any discipline - Masters degree in Journalism / Mass communication, graphic design or marketing preferred 2. Or minimum 3 years of relevant work experience 3. Experience in film making, graphic designing will be preferred

3	Mobilizers	2	<ol style="list-style-type: none"> 1. Assists senior staff in work planning and door to door surveys at all levels. 2. Create awareness of project aim and objectives in the communities. 3. Motivate community people through orientation sessions and project briefs 	<ol style="list-style-type: none"> 1. Bachelors degree in any discipline 2. Local candidate with good Ladakhi and English speaking skills preferred.
4	Accountant	1	<ol style="list-style-type: none"> 1. Responsible for preparation of budget, book keeping, financial plan and control 2. Responsible for compliance of all statutory responsibilities pertaining to the project and NGO such as tax, FCRA, societies act, etc. 3. Prepare financial reports and audit 	<ol style="list-style-type: none"> 1. Bachelors degree in Commerce 2. Advanced degree in accounting 3. Experience as an accountant or in a relevant field for 3 years 4. Knowledge of taxation and taxation laws 5. Thorough knowledge of tally or any other accounting software
5	Admin and human resource officer	1	<ol style="list-style-type: none"> 1. Responsible for assisting director, project manager and accountant for all project administration related work 2. Ensure smooth running of office including compliance of all project and lead partners regulations. 3. Responsible for ensuring documentation (filing) of all the project related documents 4. Human resource management 5. Stock keeping 	<ol style="list-style-type: none"> 1. Bachelors degree in any discipline 2. Or strong experience in office administrator including service in army as administrator is preferred
6	Project engineer	1	<ol style="list-style-type: none"> 1. A project engineer's responsibilities include schedule preparation, pre-planning and resource forecasting for engineering and other technical activities relating to the project. 2. Supervise on-site technical tasks 	<ol style="list-style-type: none"> 1. A Bachelor's degree in Engineering or a related field. 2. 4 or more years' field and project planning experience. 3. Excellent computer literacy and knowledge of design and visualization software. 4. The ability to work with multiple discipline projects. Retired civil engineers will be given preference
7	Librarian	1	<ol style="list-style-type: none"> 1. Responsible for looking after the library 2. Maintaining the order of books 3. Keeping track of books issued and returned 	<ol style="list-style-type: none"> 1. Bachelors degree in any field