

## Staff Requirement

Rajasthan Mahila Kalyan Mandal Sanstha (RMKM) is a voluntary organization inspired by community development strategies of Mahatma Gandhi which strives to improve the lives of rural people and disabled. Being working in the field of Mental Retardation since 1988 we are pioneer in the field of special education in Ajmer district. Presently we are running two- Inclusive schools viz, *Minu Manovikas Mandir, Inclusive School, Chachiyawas, Ajmer & Sanjay Inclusive Special School, Beawar, "DAKSH" Vocational Training Centre & Community Based Rehabilitation Programme (CBR)* for mentally challenged children, in Ajmer district. Our aim is to make intellectually challenged children self-reliant and live a dignified life. Our organization is registered under National Trust Act. 1999 specially made for the welfare of Mentally Retardation, Cerebral Palsy, Autism & Multiple Disabled Children.



### 1. Position : Project Officer (One)

**Location :** Ajmer (Rajasthan)

**Qualification :** M.S.W./MBA or Degree in field of special education & Experience in the field of Special or Inclusive Education At least 5 years and above

**Major Responsibility :**

- Administration/monitoring of school activities, CBR programme & Vocational
- Regular field visit to assess quality of work & performance of staff at RMKM schools
- Ensures all given objectives and responsibilities of the team are properly documented and approved
- Manages project resources, Creates regular status reports and distributes to core team Conducts regular core team meetings to review issues and monitor project progress
- To ensure the project activities as per the deliverables

**Salary :** Rs 25000 to 30000 per month

### 2. Position : Resource Mobiliser Cum Marketing Executive (One)

**Location :** Ajmer (Rajasthan)

**Qualification :** M.B.A. with specialization in marketing and 2 years relevant experience

**Responsibility :**

- Maintaining complete MIS data of all products on monthly basis inventory templates of RMKM
- Managing and developing the production of marketing materials, including leaflets, posters, flyers, newsletters, e-newsletters and DVDs, writing and proofreading copy;
- Promote and raise the brand awareness/popularity of products
- Identify new business opportunities and threats to the DAKSHA
- Developing & managing online marketing possibilities of all products
- Approaching individuals, Clubs, Schools, Universities, local authorities, shops and commercial organisations for sponsorship and donations

**Salary :** Rs 20000 to 25000 per month

### 3. Position : Clinical Psychologist (One)

**Location :** Ajmer (Rajasthan)

**Qualification :** M.A. in Clinical Psychology with at least 1 years experience and above

**Responsibility :**

- Assessment of disabled child at Day Care centers/CBR/School
- Child and parents counseling
- Sharing the improvement/ development of the CWSN children and get the feedback from the class teachers and parents.
- Take psychology lecture for Special D.Ed/B.Ed. Classes
- Keeping track of the progress of the child

**Salary :** Rs 20000 per month

#### **4. Position : Special Educator (One)**

**Location :** Ajmer (Rajasthan)

**Qualification :** B.Ed., D.Ed. Spl. (M.R., V.I., H.I.) with at least 2 years experience and above

**Responsibility :**

To provide/ teach education to the disabled

Support in implementation of quality of education in RMKM schools

Quarterly Assessment and annual assessment of the CWSN, Planning & recording of the curricular activities.

To develop the Teaching, Learning materials as per the need of the child

Participation in Review meeting

Support in organize, attend & conduct meetings & trainings Participation in planning & implementation of the Mobile

Exhibition, fairs, puppet show, awareness camps, Camps, Games, Bal Mela, Annual Function

**Salary :** Rs 12000 to 15000 per month

#### **5. Position : SHG Federation Incharge (One)**

**Location :** Ajmer (Rajasthan)

**Qualification :** Graduate with at least 5 years experience and above

**Responsibility :**

Monitoring of Self Help Groups/cluster/federation

Basic concept of Cluster/Federation (Sustainability and empoweredness)

Bank linkage and record keeping training programme. (Financial Statement/Account maintenance)

Leadership development training programme (intrinsic quality development within three main leaders in the group)

Preparing a plan for expansion of the movement and involve S.H.G Cluster / federation at Village / Block level

**Salary :** Rs 20000 to 25000 per month

Kindly send your resume at the e-mail address give below within 15 days.

#### **6. Position : Speech Teacher/ Speech Pathologist**

**Location :** Ajmer/Rawatbhata-Chittorgarh (Rajasthan)

**Qualification :** BHLS/DHLS with at least 2 years experience and above

**Responsibility :**

Provide speech therapy to the disabled;

Keeping track of the progress of the child.

Sharing the improvement/ development of the CWSN children and get the feedback from the class teachers.

He/she will do the assessment of the CWSN in CBR field as per the requirement

**Salary :** Rs. 15000 per month

Rajasthan Mahila Kalyan Mandal Sanstha

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