



# DEPARTMENT OF SOCIAL WORK

## Jain Vishva Bharati Institute

(Declared as deemed-to-be University Under section 3 of the UGC act, 1956)

Ladnun- 341306 (Rajasthan), India

### CAMPUS RECRUITMENT NOTICE

Date: September 05, 2016

**Sub: Jaipur Rugs Company is organizing campus recruitment drive in collaboration with the Department of Social Work, JVBI, Ladnun on September 14, 2016 (Wednesday)**

This is for the general information of all the students of the Department that Jaipur Rugs Company shall be visiting the Department of Social Work, JVBI, Ladnun for a centralised campus recruitment drive as per the understated schedule:

**Date:** September 15, 2016

**Time:** 10:00 am onwards

**Registration Venue:** Department of Social Work, JVBI, Ladnun

All the eligible interested students from the Department are requested to register their candidature with the Department via Email to [dswjvbi@gmail.com](mailto:dswjvbi@gmail.com) and be present in the specified venue as per the given time schedule. They are further advised to bring a copy of their recent resume/bio data and copies of relevant testimonials in support of their age and qualifications.

For any other clarification, please get in touch with Dr Jitendra K Verma (Phone: 09413446060 & Email: [verma.jitu08@gmail.com](mailto:verma.jitu08@gmail.com))

Details about organization & Profile of Position may be seen below.

(Prof. R.B.S. Verma)  
Head

## Position Title: Field Executive

**Organization Description:** Jaipur Rugs Foundation (JRF) is a spiritually charged organization working towards economic and social development of the grassroots communities. It was established in the year 2004 under the Rajasthan Public Trust Act by Mr Nand Kishore Chaudhary - noted social entrepreneur and thought leader. Jaipur Rugs is renowned for its inclusive carpet value chain that links grassroots artisans with global markets. It was featured in 'The Fortune at the Bottom of the Pyramid' by global management guru (late) Shri C K Prahalad and has a number of accolades to its credit.

The overall work mandate of JRF can be captured in three words - engage, develop, sustain. JRF reaches out to remote rural areas and establish bonds with the underserved communities, especially women, enabling them to start weaving not just rugs but also their own lives. Such weaving of lives is done through two intertwined verticals: 'economic empowerment' and 'social development'. Whereas the economic empowerment vertical focuses on skill training, sustainable livelihoods and grassroots entrepreneurship, the social development vertical facilitates entitlements basic healthcare, functional literacy, financial inclusion and more as per community needs.

**Position Description:** JAIPUR is eager to welcome a transformational team member to take up the portfolio of **Field Executive**. The position will be based in its various branches of Rajasthan, Gujarat, Bihar & U.P. and will require frequent travel to different field locations. The specific responsibilities of the position holder will be (though not restricted to) the following:

- Identifying community skills, assets, issues and needs.
- Creating the plans for the daily travelling. Will have to travel extensively, meet artisans and motivate them continuously.
- Continuously keep him/herself engaged with the community.
- Identifying and solving the project related queries and issues of the community on grassroots level.
- Provide regular written reports to the Program Manager on activities in relation to the work plan.
- Help the communities to develop a sense of ownership of the activities in and around their village and encourage self-help whenever possible.
- Coordinate and execute the activities and services to generate aspiration and confidence among the artisans.
- Provide suggestions to community on relevant information and activities.
- Prioritize and organize various activities and assist the team leader in data collection and data analysis.
- Maintain the information describing how data was gathered, which survey methods are used, etc.
- Coordinate with Program Managers in facilitating the community consultation, meetings, training, village mapping, community action plan and capacity building of the artisan's community.
- Has to perform some of the basic statistical work under the supervision of a Program Manager.

### **Academic and Professional Qualifications**

- Graduate Qualifications/ MSW in the following or other related field from an institute of repute: Social Work, Sociology, Social Science, , Training and Development, Development Studies.
- Possessing a very good understanding and keen interest in the field of skill training and capacity building of masses - especially rural populace and grassroot communities
- Should be well equipped with a variety of training and capacity building and Data analysis tools
- Proficiency in working with MS Office - Word, Excel, PPT, Outlook, and Web Research.
- Excellent Documentation and Content Development Skills in English, Hindi and other languages
- Good Communication and Presentation Skills in English, Hindi and other languages

### **Work Experience**

- Fresher with the empathy and sound understating of dealing with Grassroot people.
- For experience candidate, he /she should possess the experience of executing the end to end projects on grassroot level.

### **Personal Characteristics**

- Should have love and empathy for marginalized communities - grassroot populace.
- Should consider work as an expression of individual spiritual development and accept responsibility for spearheading organizational aspirations in a result oriented manner.
- Should have sense of urgency and be able to prioritize the work in accordance with the immediate requirements of the organization.
- A believer - of self as well as of the organizational philosophy, core values and norms.
- Effective communication and presentation skills so as to win the acceptance of audiences.
- Possess high levels of integrity and commitment in personal as well as professional life.
- Proactive and self-starter - should exhibit full ownership in the assigned work.
- Should endeavor for achieving excellence through continuous learning and innovation.
- Should exhibit willingness and possess ability to do multiple tasking in an efficient way.
- Should be a team player as well as a sole performer, adapting to the work needs.

### **Remuneration Range**

Remuneration for the position will be decided in accordance with the candidate's qualifications, experience and competence. As the organization is scaling up, there will be ample avenues for growth in both monetary and portfolio terms.