

**Job Title:** Project Officer - Documentation & Dhwani

**Location:** Mon, Nagaland District, India

**Position Type:** Full-Time

**Remuneration:** As per market standards.

**About the Organization:** AROH Foundation is a non-profit organization dedicated to holistic rural development in the Mon of Nagaland District. Our mission is to empower local communities, preserve the environment, and enhance livelihoods through sustainable development initiatives.

**Job Description:** We are seeking a motivated and detail-oriented Project Officer for Documentation & Dhwani to join our team in Mon. The Project Officer will be responsible for documenting project activities, capturing success stories, and enhancing community engagement through various communication channels, including Dhwani (local communication).

**Key Responsibilities:**

**1. Documentation:**

- Develop and maintain comprehensive documentation for project activities, including reports, case studies, success stories, and impact assessments.
- Collect and organize data, photographs, and other materials to support documentation efforts.
- Ensure accuracy and consistency in documentation and adherence to organizational standards.

**2. Dhwani (Local Communication):**

- Facilitate communication and engagement with local communities through Dhwani, including community meetings, discussions, and feedback mechanisms.
- Coordinate with community leaders, volunteers, and project staff to disseminate information, gather feedback, and promote community participation.
- Support the development of culturally appropriate communication materials, such as posters, flyers, and audio-visual content, in collaboration with local stakeholders.

**3. Knowledge Management:**

- Manage the organization's knowledge repository, including document libraries, databases, and online platforms.
- Ensure accessibility and usability of information for internal and external stakeholders.
- Facilitate knowledge sharing and learning among project teams, partners, and stakeholders.

**4. Monitoring and Evaluation:**

- Assist in monitoring project activities and collecting data to track progress and measure impact.

- Participate in project evaluations, assessments, and reviews to capture lessons learned and best practices.
- Contribute to the development of monitoring and evaluation frameworks and tools.

**5. Capacity Building:**

- Provide training and capacity-building support to project staff and community members on documentation techniques, communication skills, and Dhwani initiatives.
- Foster a culture of learning and knowledge-sharing within the organization and among project partners.

**Requirements:**

- Bachelor's or Master's degree in Communications, Journalism, Development Studies, or a related field.
- Minimum of 2-3 years of experience in documentation, communication, or project management, preferably in the development sector.
- Strong writing and editing skills, with the ability to produce clear, concise, and compelling documentation.
- Knowledge of local communication methods and community engagement approaches, particularly in rural settings.
- Proficiency in digital media tools and platforms for content creation and dissemination.
- Excellent interpersonal and communication skills, with the ability to work effectively with diverse stakeholders.
- Fluency in [local language, if applicable] is desirable.
- Passion for rural development and a commitment to the mission and values of AROH Foundation.

**How to Apply:** Interested candidates who meet the qualifications are invited to submit their resume along with a photo detailing their relevant experience and passion for rural development in the Mon of Nagaland District. Please apply through the link provided: [AROH Foundation Career Page](#).

**Deadline for applications:** December 10, 2024.

We appreciate the interest of all applicants in joining AROH Foundation. Only shortlisted candidates will be contacted for interviews.