

**TAMAS SOCIETY** AN NGO BASED IN KOLKATA, WEST BENGAL, WORKING FOR SLUM CHILDREN (EDUCATION, HEALTH, NUTRITION, LIVELIHOOD), WOMAN EMPOWERMENT (SHG FORMATIONS, INDUSTRY ALLIGNED SKILLDEVELOPMENT TRAINING) WITH 100% JOB PLACEMENT

Reporting and relationships: **CEO**

Post : **PROJECT OFFICER**

Place of Posting : **Tollygunge & Kalighat**

**Qualification/Eligibility :**

- Post Graduate in Sociology (Specialization in Woman & Child), minimum 06-07 yrs working experience in any reputed NGO, especially should have experience to form new SHGs.
- Age limit 25 yrs to 40 yrs
- Strong negotiation and influencing skills, Excellent communication and presentation skills both oral and written

**Job Description :**

- Looking after CSR driven projects on Education & Woman Livelihood like SBI, TCS, TATA Logistics, Vedanta
- Concept note & proposal writing & Liaison with various stake holders
- Managing multiple Skill Development Centres
- Identification & Creating of new target areas in Remote places to implement our various skill development projects, Formation of new SHGs and uplift them through various training & support.
- Arrange to initiate Corporate Tie ups, Musical Events, Exhibitions, Charity Dinner etc.
- Arranging Project visits for Individual donors, corporate donors, Schools, Colleges & various institutions.

Please, send your brief CV with confidence at [career@tamassociety.com](mailto:career@tamassociety.com),  
[www.tamassociety.com](http://www.tamassociety.com)

Tamas Society provide an equal opportunity for learning & growth mutually.