



Job Opportunities at Zubaan

Registered in 2003, Zubaan is a charitable trust based in Delhi. It follows in the footsteps of its parent NGO, Kali for Women, and has been an active participant, chronicler and publisher of the women's movement since 1984. It works to increase the body of knowledge on women with a special focus on South Asia and India.

Zubaan has often brought forward the voices of marginalized communities through its publishing work, focusing on women, queer and trans experiences and in the recent past, has also shifted its focus to research and action work. With prior work chronicling the women's movement through Poster Women, Zubaan is also currently engaged in working on multiple projects focusing on cultural and knowledge production, partnering and collaborating with women's unions, collectives, grassroots activists, etc. across the region. Details of ongoing projects are available [here](#).

Zubaan is an equal opportunity employer and is attentive to issues of social exclusion of groups and individuals. It is our constant endeavour to address this in both the content we produce and our hiring policies.

Position: Senior Projects Associate

Procedure: Please note that this call for applications reserves staff positions for women, trans, non-binary people, and other gender minorities from Dalit, Bahujan, Adivasi, tribal and other indigenous groups. Applications from persons outside of these communities will not be considered.

Please send your resume and a 500-word cover letter, detailing your fitness for the role as well as your interest in working at Zubaan, to contact@zubaanprojects.org by May 22, 2022. Only shortlisted candidates will be contacted further. Please put "Application for Senior Projects Associate" in the subject line.

Location: Anywhere in India, with some travel required to Delhi/project locations (when safe)

Date of joining: 5 July 2022

Duration: Full-time, 1-year consultancy contract (renewable annually)

Job description: Working on Zubaan's projects that focus on gender, violence, women's history and archiving, with attention to historically marginalised and oppressed groups. The associate position will be responsible for assisting project coordinators/leads in the administration of Zubaan's work, as well as supporting the conceptualization, development and implementation of new and ongoing projects.

128 B, First Floor, Shahpur Jat, New Delhi 110049

Phone: 26494617 / 18, Telefax: 26494613

Email: contact@zubaanbooks.com, Website: www.zubaanbooks.com



Essential requirements:

- Three+ years of experience in a project management (associate level) position
- Demonstrated engagement with groups and work related to gender, project coordination, partnership-building, and managing timelines with external partners
- Familiarity and experience with budget management and financial reporting
- Ability to liaise with different stakeholders, including funders, project partners, etc, including undertaking travel
- Bachelor's degree
- Excellent written and spoken English; good spoken Hindi/other Indian language

Job responsibilities:

1. Implementing project activities, including coordinating with external stakeholders (resource persons, teams, collectives and unions), managing multiple timelines of ongoing projects, etc. under supervision of project leads.
2. Liaising with project partners and funders to fulfil project requirements, drafting contracts for resource persons, partners, researchers, etc., following up on project deliverables, planning for dissemination strategies and ensuring smooth functioning of project and adhering to deadlines/timelines.
3. Strategizing and building a roadmap for project activities, in collaboration with the team, to develop and sustain our focus on gender, labour and movement-building
4. Reviewing project proposals, collaboration and expansion possibilities, and budgets along with the project head/team.
5. Writing and submitting financial and narrative project reports, with support from the team and supervision of project leads.
6. Working with the finance team to prepare project accounts, according to funder guidelines.
7. Organizing and attending planning and review meetings, project-based meetings and travel, review meetings and workshops (based on project locations), which include local and national travel.
8. Participating in team meetings and collaborative tasks, providing updates and feedback according to internal processes, etc.

Compensation & other job details:

- ₹46,000 per month (TDS applicable, on a consultant contract)
- Free lunch at the office in Delhi
- Medical insurance
- Moderately flexible work hours

APPLICATION DEADLINE: 22 MAY 2022

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