

## Job Description



### **Job title**

1. Program Manager - Civil Engineer
2. Agriculture expert
3. Community Resource Person (CRP-02) – Roles & Responsibilities

Location - Tehsil Satwas, Dewas, Madhya Pradesh

Reporting to - CEO / COO.

Contract Duration - upto 31<sup>st</sup> January 2027 (Expandable – Project duration -03 Year)

Project - Water for agriculture

Last date for application -24<sup>th</sup> January 2026. Interested candidates can share their updated CV, latest degree/mark sheet, experience certificate, photograph and last three months salary slip with reference on mail [id-office.vibhavari2025@gmail.com](mailto:id-office.vibhavari2025@gmail.com)

**Note- Kindly submit your CV and other details only to the email ID mentioned above. Any inquiries via calls or messages will not be entertained.**

Vibhavari is a voluntary organization working as non-government organization since 1997. A group of social activists decided to form an organization so that they may play the role of messengers of a new dawn of development in the society at large. This idea became the foundation of Vibhavari, when they started their work at Dewas - a district headquarter of state Madhya Pradesh, India. The vision and mission statement clearly depicts the dream in simple words.

Registered under registration of societies act 1973 (No. 44 of the year 1973) in 1997. This organization has moved a long way towards the destination in past 25 years of its operation. The focus areas are Natural Resource Management, Environment concern, Health and sanitation and Human Resource Development.

### **Area of expertise-**

- Water Conservation
- Watershed Management
- Wise Water Management
- Research & Development
- Trainings
- Sanitation, Hygiene & Health Education
- IEC (Information, Education & Communication)
- Human Resources Development.

### **Vibhavari's journey since 28 Years -**

Vibhavari has worked directly and indirectly in 62 districts across Madhya Pradesh, Maharashtra, Rajasthan and Bihar, covering 1,710 villages and reaching 3,25,000 beneficiaries. Vibhavari has empowered over 75,000 farmer families through watershed development projects, expanding irrigation across 95,971 hectares in 199 villages of Madhya Pradesh, including Dewas, Agar, Ratlam, Ujjain, Khandwa, Sehore, Panna, Alirajpur, Guna, Shivpuri, Sheopur, Jabalpur, Dhar, Indore, Bhopal, Gwalior and Burhanpur and Maharashtra, Rajasthan and Bihar. Known for its watershed management training and models like Jal Yatra and Pani Chaupal, its low-cost rooftop rainwater harvesting model launched in 2000 benefited 2,000 households in Dewas and expanded since 1997 to about 22,000 households by 2025. Through initiatives like Farmer Field Schools, solar and pheromone traps and soil health campaigns, over 51,597 farmers across 117 villages adopted sustainable practices. The organization also empowers women through Self-Help Groups (SHGs), with 1,800 women engaged in goat rearing, 240 in agri-allied work and 100 in stitching, weaving and swarojgar. Under NULM, 800 SHGs in Dewas, 350+ in watershed areas and 75 in Sehore have been formed, with 1,225 SHGs linked to banks and 360 connected with ICICI and other banks for financial inclusion.

### **Roles & Responsibilities -**

#### **1. Program Manager - Civil Engineer**

- a. Overall responsibility for implementation.
- b. Monitoring and reporting of the project level.
- c. Coordination with government departments and community institutions
- d. Oversees day-to-day project operations, ensures that plans and activities are executed efficiently.
- e. Design, plan and supervise the new construction and renovation of water harvesting and soil conservation structures.
- f. Ensure quality control and technical soundness of all civil works.
- g. Provide technical guidance to team & community groups for effective maintenance of assets.
- h. Monitor water structures and ensure all requirements are fulfilled to strengthen sustainability.
- i. GIS, DGPS & Computer knowledge compulsory.

## **2. Agriculture expert**

- a. Advice farmers on modern practices like drip irrigation, sprinkler systems, organic farming and climate-smart agriculture.
- b. Conduct training sessions, Farmer Field Schools (FFS) and demonstrations.
- c. Support crop planning, soil health management and water-efficient irrigation practices.
- d. Monitor adoption of sustainable practices and track crop performance.
- e. Facilitate formation and strengthening of Farmer Producer Groups and Water User Groups.
- f. Promote agricultural innovations, mechanization and government scheme linkages.
- g. Maintain records and prepare periodic progress reports.
- h. Computer knowledge compulsory.

## **3. Community Resource Person (CRP-02) – Roles & Responsibilities**

- a. Engage and organize farmers, women's groups and local communities to ensure active participation in project activities at village level.
- b. Assist in the execution of project interventions such as water structure development, crop diversification.
- c. Inclusion – Ensure participation of women, landless households and marginalized groups in all project activities.
- d. Reporting – Collect field-level data, track progress and provide regular feedback to the project team.
- e. Sustainability – Build community ownership for long-term management of water resources and livelihood activities beyond the project period.
- f. Conducted village level meeting Village level facilitator
- g. Hand hold support to project team on project work
- h. Computer knowledge compulsory.

### **For All Documentation management**

- Produced high-quality report to be shared with the donors and other stakeholders
- Ensure timely uploading of MIS data by the team and provide regular project updates
- Validation of reports, data and review of progress through regular field visits
- Support the Technical Officer in the planning and execution of water infrastructure
- Facilitate project-related assessment, monitoring/quality assurance, donor visits and audit

### **Eligibilities and Qualifications**

#### **Education -**

- Postgraduate Degree in one of the following: BE in Civil, B.Tech.-agriculture/MSc. Agriculture / soil science / sociology / social work, rural development, community development or equivalent.

#### **Experience -**

- Relevant work experience of at least 3+ years, which should include leading a team of at least 5 or more members
- Experience in working closely with the community and community groups/projects
- At least three years in an NGO/ organization leading Watershed/ Water for Agriculture projects
- Understanding of government flagship Water & Agriculture related schemes and programs
- Understanding of district, block and gram panchayat level dynamics, govt. departments and able to manage relationships

#### **Others -**

- Ability to work comfortably in MS Word, Excel and PowerPoint
- Ability to travel independently in the field
- Good communications and presentation skills - write, read and speak in Hindi and English.

Vibhavari is an equal opportunity employer committed to promoting a diverse, inclusive and respectful workplace. All recruitment decisions are made solely on the basis of merit, qualifications and alignment with the role and organizational values, without discrimination of any kind.

*All hiring is conducted exclusively by our internal team through official communication channels and no fees are charged at any stage of the recruitment process. We do not authorize any third party, agency, or individual to represent us in recruitment matters. Any offer of employment made in exchange for money or through unauthorized channels should be treated as fraudulent and Vibhavari Sanstha will not be responsible for any loss arising from such communication. If you come across any suspicious recruitment-related communication in our name, please report it to [office.vibhavari2025@gmail.com](mailto:office.vibhavari2025@gmail.com).*

To learn more about Vibhavari's journey and work, please visit [www.vibhavari.in](http://www.vibhavari.in)

**Head office - 172, Suncity no. 1, Bawdiya, A.B. Road, Dewas (M.P.) 455001**