



Female candidate preferred

Action for Inclusion and Empowerment Trust (AIET) is looking for a Project Coordinator

Female candidates preferred

Qualification: Min. Graduation with 1 year working experience

Skill of Microsoft word, excel, power point etc.

Responsibilities:

- Planning and organising project activities including trainings meetings etc
- Co-ordination with field team
- Project reporting including M&E and financials
- Communications including social media
- Developing IEC materials etc

Full-time position based in Kokrajhar with field travel to rural areas. Must be capable of travelling and working on her own.

Last date of application: 28TH March, 2023

Send CV with a cover letter to aiet.inclusion@gmail.com