

Positions: Lead Counsellor
Job Location: Ludhiana, Punjab
Last Date: November 13, 2022

Job Description: We are seeking a compassionate and dedicated counsellor to work for alcohol addicted person/community in our project “Responsible Consumption of Alcohol” Located at Ludhiana, Punjab. In this role, you will be responsible for overall project implementation, development of IEC material, counselling of community, and identifying behaviours that impede rehabilitation. Responsible from planning to execution of the project.

Educational Qualification: Postgraduate (in any discipline and preferably relevant education)

Additional Requirements: Good interpersonal skills, Communication Skills, Computer skills, Good language skill in Punjabi.

Experience: 5 - 7 years’ experience in Responsible Consumption of Alcohol projects or relevant sector

Language: Punjabi, Hindi, English

Job Responsibilities:

- Develop strategy and overall plan for implementation of the program
- Responsible for Planning, and providing direct supervision for the implementation of project activities to ensure that deadlines are met.
- In charge of monitoring, planning and reporting of overall activities, guiding the team for implementation.
- Ensure that administration process and records are well organized, maintained and updated.
- Finalisation of IEC material development.
- Coordinate and supervise the team for project implementation.
- Develop linkages with other government and relevant agencies for convergence.
- Responsible to achieve overall outcome and impact of the project.
- Time to time review and monitor the activity and report to AFPRO HO.
- Develop documentation and project reports.
- To organize meetings, seminars, workshops and other official events.
- Training and Capacity Building of Junior Counsellors.
- Any other tasks as assigned by the AFPRO HO.

Please send your application with profile/resume, to the Executive Director, Action for Food Production 25/1A Institutional Area, D Block Janakpuri, Pankha Road, New Delhi – 110058 Ph: 28525412 / 28525452 email: jobs@afpro.org with a copy marked to ed@afpro.org website: www.afpro.org