

Job Openings at SPYM – Multiple Positions | Apply by 21 Jan 2026

Society for Promotion of Youth and Masses (SPYM) invites applications from qualified and motivated professionals for the following positions under an HDFC Bank-supported livelihood and community development initiative.

Open Positions

Location: – Vasant Kunj, Delhi

1. Project Director (Full-time)

- Provide overall strategic leadership, supervision, and quality assurance for all project clusters
- Represent SPYM with donors, government departments, and partner institutions
- Approve work plans, budgets, and ensure timely reporting and donor compliance
- Facilitate convergence with government schemes such as NRLM, ODOP, and MSME

2. Expert Consultations & Internal Audits (Consultant Role)

- Provide technical inputs on enterprise management, marketing, and cluster development
- Conduct quarterly internal audits for financial and operational transparency
- Advise on quality control, statutory registrations (FSSAI, MSME, FPO), and risk mitigation

3. Finance cum Procurement Coordinator (Part-time)

- Maintain accounts, budget utilization, and donor financial reporting
- Oversee procurement as per approved budgets
- Ensure audit compliance, documentation, and fund disbursement records

4. MIS cum Documentation Coordinator (Full-time)

- Manage MIS and beneficiary databases
- Compile monthly and quarterly progress reports, case studies, and success stories
- Maintain photo documentation, training records, and monitoring data
- Support visibility and branding as per SPYM and donor guidelines

Location – Assam

5. Community Kitchen Manager

Primary Role: Oversee the establishment, operations, and management of SHG-led community kitchens ensuring efficiency, food safety, and sustainability.

Key Responsibilities:

- Manage day-to-day kitchen operations, staff supervision, hygiene, and inventory
- Coordinate procurement of food ingredients and supplies ensuring cost-effectiveness

- Oversee food preparation maintaining quality, portion control, and adherence to FSSAI standards
- Support SHGs in obtaining FSSAI & GST registration and ensure audit compliance
- Prepare daily/weekly production and sales reports
- Train SHG members in kitchen management, customer service, and basic accounting
- Develop menu plans considering nutritional value and local food preferences
- Ensure maintenance of equipment and cleanliness as per health standards
- Coordinate with Field Coordinator and Marketing teams for promotions and visibility

6. Field Coordinator (2 Positions)

Primary Role: Facilitate community engagement, SHG strengthening, monitoring, and linkage with local stakeholders.

Key Responsibilities:

- Mobilize and strengthen 15 SHGs (8 in Assam, 7 in Delhi NCR) for kitchen operations
- Support capacity-building sessions on financial literacy, marketing, and business skills
- Maintain regular contact with SHG members and track attendance and performance
- Coordinate site setup including refurbishment, equipment procurement, and vendor liaison
- Conduct monitoring visits and assist in data collection and documentation
- Facilitate linkages with government schemes (NRLM, ODOP, etc.)
- Organize awareness events, exhibitions, and local promotional campaigns
- Act as liaison between SHG members, community stakeholders, and SPYM central team
- Submit monthly field activity and progress reports to the Project Manager

How to Apply

Interested candidates may send their **updated CV** to jobs@spym.org

Last date for submission: 21.01.2026

Only shortlisted candidates will be contacted. SPYM is an equal opportunity employer and encourages applications from committed professionals passionate about social development.