

## **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

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#### **How to Apply**

Interested candidates may send their **updated CV** to [jobs@spym.org](mailto: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.