



State Coordinator – Rajasthan **Self-Employed Women’s Association - SEWA Bharat**

About SEWA Bharat

Founded by Ela Bhatt in 1972, the Self-Employed Women’s Association (SEWA) works to empower poor women in India’s informal economy by equipping them with the personal confidence, community support, and practical tools necessary to fulfill their needs and exercise their rights. With over 2 million active members across fifteen states, SEWA is a nationwide movement, as well as one of India’s largest and oldest non-profit organizations. SEWA is set apart by its ability to integrate state- and national-level strategies with grassroots values and priorities. Through its close ties to an extensive, diverse, and multigenerational network of members, SEWA brings women together into a supportive network, tailors its wide range of large- scale development programs to specific community needs at the local level, and provides both capacity building support and a national platform for women on the ground to voice their concerns and advocate for their rights at the highest levels of policy and industry. Through its philosophy of women’s empowerment, and its vision of securing self-reliance and full employment for one of India’s most vulnerable populations, SEWA unifies members across cultural, geographic, and linguistic lines to bring about sustainable, inclusive change from the ground up. Comprising a nationwide network of over 100 autonomous grassroots organizations, SEWA is coordinated by its national office, SEWA Bharat (www.sewabharat.org)

Position Summary

SEWA Bharat is seeking a committed and experienced **State Coordinator** for its operations in **Rajasthan**, to be based in **Jaipur**. The State Coordinator will provide strategic and programmatic leadership to ensure that all union and development activities in the state are aligned with SEWA’s mission of organizing women workers, building their leadership, and moving towards state-level autonomy.

She will work closely with program coordinators, district teams, and the state union committee to strengthen grassroots organizing, ensure efficient project implementation, develop team capacity, maintain relationships with stakeholders, and promote an integrated approach that keeps the needs of women workers at the center.

Key Responsibilities

1. Strategic Planning and State-Level Coordination

- Develop a **comprehensive state plan and budget** aligned with SEWA’s vision and mission.
- Ensure programs function cohesively with a long-term objective of building **autonomous structures** at the state level.

- Foster an integrated approach where all team members and departments collaborate effectively and women members remain the central focus.
- Fundraising ability

2. Program Oversight and Operational Management

- Oversee the implementation of all ongoing programs in Rajasthan and ensure effective coordination between program and manage the field teams.
- Monitor project progress, ensure timelines are met, and maintain a smooth working environment for the local team.
- Work closely with **Program Coordinators, District Coordinators**, and field teams to ensure quality outcomes.

3. Grassroots Organizing and Leadership Development

- Strengthen the **SEWA movement** in Rajasthan by supporting union-building, membership drives, and organizing campaigns.
- Visit program areas regularly and build **strong rapport with grassroots members**, understanding their realities and supporting their leadership.
- Identify and nurture potential **grassroots women leaders** and build strong local collectives.

4. Capacity Building and Mentorship

- Assess the capacity-building needs of state and field teams.
- Provide **training, mentoring, and ongoing support** to build a strong, accountable, and motivated team.
- Foster a culture of learning, sharing, and collective problem-solving.

5. Administration and Compliance

- Ensure that all **administrative and organizational processes** (including documentation, attendance, procurement, and HR practices) are followed diligently.
- Uphold internal policies and systems for governance, finance, and human resources.

6. Monitoring, Reporting, and Documentation

- Oversee program monitoring systems to track activities and impact.
- Ensure smooth and timely **reporting to funders** through the respective program teams.
- **Submit a monthly progress report** of the state to the **National Office**, and other reports as required on a need basis.

7. Stakeholder Engagement

- Establish and maintain strong relationships with **state and district-level government departments**, NGOs, civil society groups, and other stakeholders.
- Leverage partnerships to enhance program impact and visibility in the state.

8. Collaboration with SEWA Sister Organizations

- Work in coordination with other **SEWA-registered entities** operating in Rajasthan.
- Encourage open communication, shared decision-making, and collective action.

Required Qualifications and Competencies

- **Education:** Postgraduate degree in Social Work, Rural Development, Public Policy, Gender Studies, or related disciplines.
- **Experience:** Minimum 8 to 10 years of grassroots and/or development sector experience, preferably in a leadership or state-level coordination role.
- **Skills & Values:**
 - Strong leadership, planning, and organizational skills

- o Excellent written and verbal communication in Hindi and English
 - o Strong interpersonal skills and ability to mentor diverse teams
 - o Capacity to work with community women and understand their challenges
 - o Respect for SEWA's feminist, rights-based, and inclusive values
 - o Ability and willingness to travel extensively across rural areas
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Deliverables

- Submit a **monthly progress report** to the **National Office**, outlining state-level updates, achievements, challenges, and needs.
 - Coordinate and support teams to ensure **timely funder reports** and documentation requirements.
 - Provide additional reports as and when required, especially during project reviews, audits, or evaluations.
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Location:

Based in Jaipur, with frequent travel to all operational districts of SEWA Bharat in Rajasthan

Remuneration:

₹60,000 – ₹70,000 per month (commensurate with experience and qualifications)

To Apply:

Interested and qualified **female candidates** are encouraged to apply. Please send your **cover letter** and **CV** to:

 jobs@sewabharat.org

 **Subject Line:** *Application for State Coordinator – Rajasthan*

Note:-

SEWA Bharat is committed to promoting women's leadership and encourages applications from women with lived experiences in the informal economy or grassroots organizing.