



WE'RE HIRING

- 1) Communications Officer
- 2) Researcher
- 3) Research Assistant
- 4) Accounts Assistant

VANI is expanding and we are looking for passionate individuals to join our amazing team!

APPLY NOW!

Send your CV to hr@vaniindia.org

For more information please visit <https://www.vaniindia.org/careers>

Job Description

Job Title: Communications officer
Location: Delhi
Employment Type: [Full-time]
Reports To: [Supervisor]

Voluntary Action Network India (VANI) is seeking a dynamic and experienced Communications Lead to develop and execute its communication strategies, enhance engagement with stakeholders, and strengthen the organization's digital presence. The ideal candidate will have expertise in content creation, social media management, and public relations, with a passion for the non-profit sector.

Key Responsibilities:

- Develop and execute VANI's comprehensive communication strategy.
- Create high-quality content for newsletters, website, and social media pages.
- Manage social media platforms, website updates, and online engagement.
- Develop social media campaigns and stakeholder communication mechanisms.
- Ensure brand consistency across all communication materials.
- Organize and promote events, webinars, and publications.
- Collaborate with the internal team for effective communication alignment.
- Implement continuous membership engagement strategies.

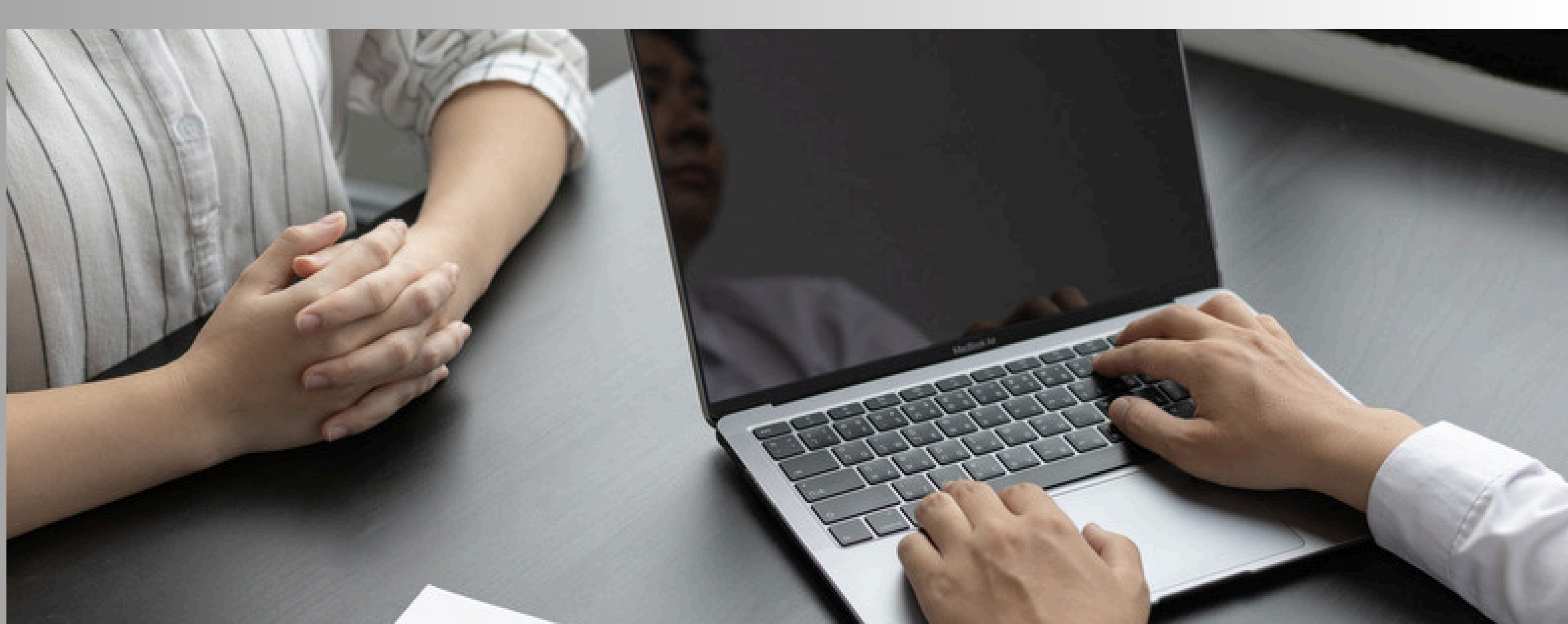
Qualifications:

- Master's degree in Communications, Journalism, Public Relations, or a related field.
- 3+ years of experience in communications handling in the non-profit sector.
- Proficiency in English and Hindi (both written and spoken).

Application Process:

Interested candidates are requested to send their CV and cover letter to hr@vaniindia.org with the subject line "Application for Communications Officer"

Voluntary Action Network India (VANI) is an equal opportunity employer.



Job Description

Job Title: Researcher
Location: New Delhi, India
Organization: Voluntary Action Network India (VANI)
Employment Type: Full-time

About VANI
Voluntary Action Network India (VANI) is the apex body of Indian civil society organizations (CSOs) working towards strengthening the voluntary sector and creating an enabling environment for its growth. VANI engages in policy advocacy, research, capacity building, and collective action to amplify the voices of CSOs at national and international platforms. Our research efforts focus on critical areas such as civic space, financial sustainability, governance, regulatory frameworks, and the role of CSOs in national and global development policies.

Position Overview
VANI is seeking a Researcher to support its ongoing research initiatives and contribute to knowledge creation for the voluntary sector. The ideal candidate should have a strong background in social research, policy analysis, and documentation, with a keen interest in civil society issues. The Researcher will be responsible for conducting in-depth studies, preparing reports, and providing data-driven insights to inform policy engagement.

Key Responsibilities
Conduct qualitative and quantitative research on topics related to civic space.
Develop research reports, policy briefs, and position papers that contribute to evidence-based engagement.
Coordinate and support the development of research projects, including data collection, stakeholder consultations, and literature reviews.
Contribute to VANI’s ongoing documentation efforts, including creating a repository of case studies from the sector.
Present research findings in meetings, webinars, and conferences to engage stakeholders.
Work closely with the communications team to translate research findings into easily accessible formats such as infographics, podcasts, and policy notes.
Collaborate with partner organizations, funders, and experts to ensure high-quality research outputs.

Qualifications and Experience
Master’s degree or higher in Social Sciences, Public Policy, Development Studies, or a related field.
Minimum of 3-5 years of experience in research, policy analysis, or advocacy, preferably within the non-profit or development sector.
Strong research skills, including experience in qualitative and quantitative methods.
Ability to synthesize complex information into clear, concise reports and presentations.
Familiarity with policy and regulatory issues affecting CSOs in India.
Proficiency in data analysis and research tools (e.g., SPSS, NVivo, Excel) is desirable.
Excellent written and verbal communication skills in English and Hindi. Knowledge other Indian languages is an advantage.
Ability to work independently as well as in a team-oriented environment.
Strong organizational skills and attention to detail.

Compensation
Salary will be competitive and commensurate with experience and qualifications.

How to Apply
Interested candidates should submit their CV along with a cover letter and a writing sample to hr@vaniindia.org with the subject line “Application for Researcher – VANI.” Applications will be reviewed on a rolling basis until the position is filled.

Deadline: Apply by 10th April, 2025
Join us in strengthening the civil society ecosystem and making a lasting impact in the voluntary sector!



Job Description

Job Title: Research Associate

Location: New Delhi, India

Organization: Voluntary Action Network India (VANI)

Employment Type: Full-time

About VANI

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Position Overview

VANI is seeking a Research Associate to support its research and policy initiatives. The ideal candidate should have a foundational understanding of social research, policy analysis, and documentation, with a keen interest in civil society issues. The Research Associate will assist in conducting studies, compiling reports, and providing insights to support engagement and knowledge creation.

Key Responsibilities

Assist in qualitative and quantitative research on topics related to civic space.

Support the development of research reports, policy briefs, and position papers.

Conduct literature reviews, data collection, and basic analysis to contribute to research projects.

Monitor government policies and international frameworks affecting CSOs and prepare summary briefs.

Assist in organizing research activities, including stakeholder consultations and data verification.

Support the presentation of research findings in meetings, webinars, and conferences.

Work closely with the communications team to prepare summaries and visual content for dissemination.

Coordinate with partner organizations and research experts to ensure smooth execution of projects.

Qualifications and Experience

Master's degree or Bachelor's degree with relevant experience in Social Sciences, Public Policy, Development Studies, or a related field.

1-3 years of experience in research, policy analysis, or advocacy, preferably within the non-profit or development sector.

Strong research and analytical skills with experience in qualitative and quantitative methods.

Ability to synthesize complex information into accessible reports and presentations.

Familiarity with policy and regulatory issues affecting CSOs in India.

Proficiency in data analysis and research tools (e.g., SPSS, NVivo, Excel) is desirable.

Excellent written and verbal communication skills in English and Hindi; knowledge other Indian languages is an advantage.

Ability to work independently as well as collaboratively in a team.

Strong organizational skills and attention to detail.

Compensation

Salary will be competitive and commensurate with experience and qualifications.

How to Apply

Interested candidates should submit their CV along with a cover letter and a writing sample to hr@vaniindia.org with the subject line "Application for Research Associate – VANI." Applications will be reviewed on a rolling basis until the position is filled.

Deadline: Apply by 10th April, 2025

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Job Description

Job Title: Account Assitant.
Location: New Delhi, India
Organization: Voluntary Action Network India (VANI)
Employment Type: Full-time

About VANI

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Position Overview

The Accounts Assistant will support the finance team in managing day-to-day accounting tasks, ensuring financial accuracy, and maintaining records in compliance with organizational policies. The ideal candidate should have strong analytical skills, attention to detail, and experience in accounting functions such as bookkeeping, reconciliations, and financial reporting.

Key Responsibilities

- Assist in day-to-day accounting operations and maintain financial records.
- Prepare and process invoices, payments, and receipts.
- Maintain and update ledgers, accounts payable, and accounts receivable.
- Assist in bank reconciliations and ensure financial accuracy.
- Support the preparation of monthly, quarterly, and annual financial reports.
- Assist in budgeting and financial forecasting.
- Ensure compliance with financial regulations and organizational policies.
- Coordinate with vendors, auditors, and other stakeholders as needed.
- Maintain proper documentation and filing of financial transactions.
- Assist in payroll processing and employee reimbursements.

- **Qualifications and Experience**Bachelor's degree in Accounting, Finance, or a related field.
- 1-3 years of experience in accounting or finance-related roles.
- Knowledge of accounting software (Tally, QuickBooks, or similar).
- Strong numerical and analytical skills.
- Proficiency in MS Excel and other financial tools.
- Attention to detail and ability to maintain confidentiality.
- Good communication skills and ability to work in a team.

Compensation

Salary will be competitive and commensurate with experience and qualifications.

How to Apply

Interested candidates should submit their CV along with a cover letter and a writing sample to hr@vaniindia.org with the subject line "Application for Account Assistant – VANI." Applications will be reviewed on a rolling basis until the position is filled.

Deadline: Apply by 10th April, 2025

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