



Vest-in-Villages India Pvt. Ltd.- CAREER OPPORTUNITIES – MEGHALAYA

Join Us in Transforming Rural Financial Inclusion through Data, Innovation and Community Action

About Vest-in-Villages

Vest-in-Villages (ViV) India Pvt. Ltd. is a mission-driven social enterprise dedicated to advancing financial inclusion, strengthening rural livelihoods, and promoting evidence-based development through technology and data analytics. We work with governments, financial institutions, development partners, and community organizations to create practical, scalable solutions that improve the lives of underserved rural households.

About DART

Our flagship platform, **DART (Data Analytics, Rating & Tracking)**, is an innovative digital solution that supports household profiling, institutional assessments, monitoring, analytics, and evidence-based decision-making. DART enables Self-Help Groups (SHGs), Village Organizations (VOs), and Cluster Level Federations (CLFs) to strengthen institutions, improve livelihoods, and enhance access to finance.

About the Meghalaya Project

In partnership with the Meghalaya State Rural Livelihoods Society (MSRLS), Vest-in-Villages is implementing a DART pilot under the Lakhpati Didi Mission in selected blocks of Ri Bhoi District to strengthen digital data collection, analytics, monitoring, and evidence-based planning, supporting SHG households in achieving the income and livelihood milestones of the Lakhpati Didi Mission.

Most positions require extensive travel to rural communities and regular interaction with SHGs, VOs, CLFs, and other community institutions. Preference will be given to candidates from Meghalaya and those familiar with the local language, culture, and rural development context.

Only shortlisted candidates will be contacted for subsequent stages of the recruitment process, which may include written assessments, interviews, field interactions, reference checks, and verification of qualifications.



Positions Available

Position	Location	No of Posts	Consolidated Salary Range Per Month	Contract period
District Operations & Data Quality Lead	Ri Bhoi	1	40,000 to 50,000	12 Months
Block Operations Lead	Umsning/Ri Bhoi	2	25,000 to 33,000	12 Months
Field Facilitators	Umsning/Ri Bhoi	4	15,000 to 20,000	12 Months
Interns	Shillong/Ri Bhoi	2	Stipend	6 Months

General Requirements

Applicants should possess:

- Strong communication and interpersonal skills.
- Fluency in English and the relevant local language(s) (Khasi, Garo, or Jaintia, depending on the place of posting).
- Ability to communicate respectfully and effectively with women SHG members and community institutions.
- Willingness to work closely with rural communities and travel extensively.
- Basic proficiency in smartphones and digital applications.
- Strong sense of integrity, accountability, professionalism, and teamwork.
- Commitment to rural livelihoods, women's empowerment, financial inclusion, and community development.

Core Values We Look For

- Integrity and ethical conduct
- Respect for rural communities
- Commitment to women's empowerment



- Accountability and ownership
- Teamwork and collaboration
- Continuous learning
- Professionalism and quality
- Respect for data confidentiality and privacy

Terms of Employment

- Initial appointment will be for one year on a contractual basis.
- Selected candidates will undergo a probation period of 3–6 months, depending on the position. Confirmation will be subject to satisfactory performance and alignment with organizational requirements. Any extension of the contract beyond one year will be based on performance, project requirements, and business needs.
- Employment is performance-based, and continuation of the contract will be subject to the achievement of agreed deliverables and quality standards.
- Field positions require extensive travel to rural areas and close engagement with community institutions.
- Candidates must have their own reliable mode of transportation (such as a two-wheeler or other suitable vehicle) and possess a valid driving license, where applicable, to undertake field travel.
- Preference may be given to candidates from Meghalaya or those with relevant experience and familiarity with the State and district context.
- Selected candidates should be available to join immediately or within a mutually agreed notice period.
- Remuneration: A competitive consolidated monthly remuneration will be offered based on the candidate's qualifications, relevant experience, skills, responsibilities, and overall suitability for the position. Remuneration will be broadly aligned with prevailing MSRLM rates for comparable positions, subject to role-specific requirements and organizational policies.
- Travel and Official Expenses: A fixed travel and technology allowance will form part of the consolidated monthly remuneration. Other approved official expenses incurred during project implementation will be reimbursed in accordance with organizational policies.

Selection Process

The recruitment process will include:

- Screening of applications



- Written assessment (where applicable)
- Personal interview
- Field interaction/practical assessment (for field positions)
- Verification of qualifications and experience
- Reference checks

Only shortlisted candidates will be contacted at each stage.

How to Apply

Please submit:

- Signed CV/Resume
- Cover Letter indicating the position applied for
- Copy of highest educational qualification certificate and marksheet
- Experience certificates (where applicable)
- Contact details of three professional references

Email: admin@vestinvillages.org

CC: meena.munshi@dartanalytic.com

Subject: *Application for [Position Name] – Meghalaya Recruitment*

Application Deadline: 20 July 2026

Vest-in-Villages India Pvt. Ltd. is an equal opportunity employer. Selection will be based solely on merit, qualifications, experience, and suitability for the role. We are committed to fostering a diverse, inclusive, and respectful workplace.



ANNEXURE 1 – POSITION DESCRIPTIONS

1. District Operations & Data Quality Lead (1 Post)

Location: Umsning/ Ri Bhoi District Headquarters

Responsibilities

Key Responsibilities

- Lead and coordinate implementation of the DART pilot across the district.
- Coordinate closely with the MSRLS District Mission Management Unit (DMMU) and maintain strong relationships with district-level stakeholders.
- Supervise, train, mentor, and support Block Operations Leads and field teams to ensure effective implementation.
- Ensure timely completion, accuracy, completeness, and quality of all household, SHG, VO, CLF, and institutional DART assessments.
- Oversee data quality assurance, validation, and timely reporting, ensuring adherence to DART standards and project timelines.
- Safeguard the confidentiality, security, and integrity of all DART data and ensure compliance with data protection and project protocols.
- Monitor project progress, resolve operational and data quality issues, and submit regular progress reports.
- Serve as the primary liaison between the district implementation team, Vest-in-Villages management, MSRLS, and other project stakeholders.

Qualifications

- Postgraduate degree in Rural Development, Social Sciences, Management, Agriculture, Statistics, Information Technology, or a related discipline.
- Minimum 7 years of relevant professional experience, preferably in rural development, livelihoods, financial inclusion, monitoring and evaluation, or program implementation.
- Demonstrated leadership, team management, analytical, coordination, and communication skills.
- Experience working with NRLM/SRLM, government programs, or development sector projects will be preferred.



- Proficiency in using digital tools including computers, **data collection applications**, and basic data analysis and reporting.

2. Block Operations Lead (2 Posts)

Location: Umsning/Ri Bhoi District

Responsibilities

Key Responsibilities

- Coordinate implementation of DART activities at the block level and build strong relationships with CLFs/VOs and local stakeholders.
- Supervise, train, and support Field Facilitators and Community Resource Persons to ensure high-quality field implementation.
- Conduct and oversee household and SHG/VO assessments using the DART mobile application, as required.
- Ensure timely completion of field activities, data uploads, and achievement of project milestones in accordance with the work plan.
- Verify data quality and ensure accuracy, completeness, and consistency of field data.
- Coordinate closely with the MSRLS Block Mission Management Unit (BMMU) and other project stakeholders.
- Monitor field progress, resolve operational and technology-related issues, and submit regular progress reports.

Qualifications

- Graduate in any discipline, preferably in Rural Development, Social Sciences, Agriculture, Management, Information Technology, or a related field.
- Minimum 4 years of relevant field experience in rural development, livelihoods, financial inclusion, or community-based programs and/or Technology.
- Experience working with SHGs, VOs, CLFs, NGOs, or government rural development programs.
- Experience in household surveys, data collection, and the use of digital data collection tools will be preferred.
- Strong planning, coordination, organizational, interpersonal, and communication skills.



- Proficiency in using digital tools, mobile-based data collection applications, computer skills with emphasis on Microsoft packages, and basic data analysis and reporting.

3. Field Facilitators (4 Posts)

Location: Selected villages in Umsning/ Ri Bhoi District

Responsibilities

- Conduct household and institutional assessments using the DART mobile application.
- Build trust with SHG members, households, and community institutions to ensure effective field implementation.
- Facilitate household visits, community meetings, and preparation of Family Development and Institutional Development Plans.
- Ensure 100% accurate, complete, and timely data collection and upload.
- Maintain high standards of data quality, confidentiality, and adherence to project protocols.
- Work closely with Block Operations Lead and manage a team of Community Resource persons to achieve project targets and timelines.

Qualifications

- Graduate or Diploma holder. Candidates with Higher Secondary qualifications may be considered in exceptional cases.
- Two years of Experience in community mobilization, household surveys, data collection, or rural development programs will be preferred.
- Comfortable using smartphones, mobile applications, and other digital tools for data collection.
- Good interpersonal, communication, and community engagement skills.
- Willingness to travel extensively within assigned project areas and work flexible hours, as required.
- Ability to learn and accurately use mobile-based data collection applications after training.

4. Young Professionals / Interns (2 Posts)

Location: Shillong or Ri Bhoi District Headquarters

Responsibilities

- Support implementation and field coordination.



- Assist in data analysis, reporting, documentation, and research.
- Participate in training, monitoring, and innovation activities.
- Support project management and knowledge management.

Qualifications

- Bachelor's or Master's degree in Finance, Economics, Data Science, Computer Science, Statistics, Social Sciences, Management, or related disciplines (fresh graduates or candidates who completed their degree within the last three years).
- Strong analytical, communication, and problem-solving skills.
- Interest in rural development, financial inclusion, technology and data analytics.
- Willingness to travel within Meghalaya.