Job Description

Job Title:	**CIVICUS FELLOW**
Cluster:	Networks & Membership
Contract Type:	Fixed Term -15 Months
Location:	New Delhi, India
Reports to:	Networks Engagement Coordinator
Direct Reports:	None
Job Role	
Role Overview:	CIVICUS' Fellows Programme is an exciting new venture in which professionals are placed with CIVICUS national/regional member organisations. During this round, one fellow will be placed with **Voluntary Action Network India (VANI),** based in New Delhi, India. The primary aim of the programme is to promote knowledge exchange and learning, and build the capacity of both the host organisation and their members.
Areas of Responsibilities	**Key Activities**
Support the delivery and implementation of VANI's strategic priorities	• Develop an online member registration system • Support in the development of membership and data management strategy and processes
Strengthen digital communication, data management, and funding within VANI	• Assist VANI's team in developing fundraising strategies to improve domestic resource mobilization • Strengthen VANI's digital communication strategy and its implementation • Represent VANI at conferences, events and meetings with partners when required.
Promote knowledge exchange and learning between VANI and their members, and between CIVICUS, CIVICUS members, and VANI	• Contribute knowledge and research to both AGNA and VANI´s member networks • Support regional communication, coordination and network building of AGNA's members • Share knowledge and experience through CIVICUS social media, OpEds, and other publications, in collaboration with the CIVICUS communication team and AGNA coordination team
Person Specification	
Experience	• At least 3 - 5 years of work experience in research in social and economic studies focusing on the civil society sector • Demonstrated commitment to civil society and citizen action • Demonstrated or proven experience with data management, digital communication, and/or resources mobilisation • Demonstrated work experience within Asia; applicants from Asia are strongly encouraged to apply

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	• Written and verbal fluency in English, working knowledge of another UN language is an asset
Essential Knowledge and Skills	• Knowledge of global/regional dynamics and civil society issues, particularly in the Asia region • Understanding of membership and networking principles • Knowledge of digital tools (e.g. CRM, social media, website development, etc.) • Proven ability to teamwork, problem solve within a team, and adapt to different situations • Cross cultural awareness and sensitivity • Willingness to travel