2. DOCUMENTER

Number of Positions: 1 , Location: Jaipur (with travel to field locations)

About the Role

Vishakha is looking for a skilled and committed Documenter to capture and communicate the organisation's work, experiences and learning. The role will focus on documenting programme processes and outcomes related to gender justice, women's rights, youth leadership, SRHR, prevention of violence against women and girls, and community wellbeing. The Documenter will work closely with programme teams to capture community experiences, emerging changes, challenges and learnings, and contribute to institutional documentation and knowledge sharing.

Key Responsibilities

- Document programme activities, meetings, workshops, trainings and community processes through reports, minutes and process notes.
- Collect and organise programme information, field updates and data, and prepare periodic programme reports, donor reports, case studies and stories of change.
- Contribute to the organisation's annual report and document programme achievements, experiences, innovative practices and learnings.
- Develop and support communication and knowledge-sharing materials, including publications, newsletters and IEC materials.
- Maintain an organised archive of programme documents, photographs and records, ensuring accuracy and confidentiality.
- Support translation, editing and proofreading of documents in Hindi and English.

Qualifications and Experience

- Bachelor's or Master's degree in Social Work, Development Studies, Social Sciences, Journalism, Communication or a related discipline.
- 3–5 years of experience in documentation, programme reporting, research or communication, preferably in the development sector.
- Strong writing and communication skills in Hindi and English.
- Good analytical, listening and documentation skills, with the ability to capture programme processes and community experiences.
- Working knowledge of MS Office and Google Workspace.
- Understanding of gender, women's rights, social justice and community-based processes.
- Ability to work independently, collaborate with programme teams and undertake field visits as required.

WHAT WE OFFER

- An opportunity to work with a feminist organisation committed to gender justice, social change and community wellbeing.
- A collaborative and supportive working environment.
- Opportunities for learning and professional development.
- Salary and other benefits will be commensurate with the candidate's qualifications, experience and skills.

HOW TO APPLY

Interested candidates may send their CV and a brief cover letter to **applytovishakha@gmail.com** by **30th November 2026**, mentioning the position applied for in the subject line.

Only shortlisted candidates will be contacted. Vishakha encourages applications from women, LGBTQI+ persons, people from marginalised communities and persons with disabilities. The Senior Accountant position is open to women candidates only.