

## **Hiring: Administrative Executive**

SEWA Cooperative Federation, Gujarat

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**About Us** SEWA Cooperative Federation's history can be traced back to the Self-Employed Women's Association (SEWA) struggle for workers' rights. After its inception in 1972, SEWA has worked actively to promote the rights of women working in the informal economy. But, alongside the struggle for rights, SEWA members needed to earn a livelihood to become self-reliant. SEWA Federation has been working for and with women workers of the informal economy since 1992. The Federation is committed to women's economic empowerment and self-reliance through their own cooperatives.

Over the last 25 years, the Federation has organized 300,000 women into 106 primary cooperatives with a current annual turnover of ₹300 crores. All of these cooperatives are used, managed and owned by women. It is they who are the shareholders and are democratically elected to their own boards. These 106 cooperatives are in 6 sectors of the informal economy – agriculture, animal husbandry, services, savings and credit, production, and vending. The Federation has helped to incubate these cooperatives, support them to become economic viability and decision-making processes. It has also brought technical expertise to the grassroots women to help them become sustainable.

SEWA Federation offers support in the following streams: Business development; Marketing; Capacity building; Knowledge management (Research, communications, digital inclusion); and Finance. We are seeking a high-performing and motivated individual to join the team in Ahmedabad. The broad requirements that we are looking for in this position are listed below:

1. Experience of at least 2 -4 years in administration roles
2. Must have excellent computer skills
3. Language fluency in Gujarati, Hindi and English is a must
4. Preference for immediate joiners

**Application Process** Interested candidates can email their CV to [hr@sewafederation.org](mailto:hr@sewafederation.org) with the job title as the subject line. The file name for the CV should follow this format: Job Title\_Applicant First Name. Women candidates will be preferred for all positions.

In your email, please mention why you are interested in this opportunity and how you think you can contribute to the work of SEWA Cooperative Federation. Applications close January 15, 2021.