



Position: Program Officer
Location: Raipur – Chhattisgarh

Centre for Catalyzing Change (C3) formerly CEDPA India, is a nongovernmental organization that works to improve the lives of women and girls in India. Through local partnerships and programs, C3's proven approach to development gives women, young girls and boys the tools they need to improve their lives, as well as that of their families and communities. Our programs focus on increasing educational and livelihood opportunities for adolescent girls, ensuring access to lifesaving reproductive health information and services, and strengthening people's ability to become leaders in their communities and the nation.

C3 seeks a qualified professional for the position of Program Officer in the state of Chhattisgarh to provide technical assistance for implementation of programs related to young people. C3 is looking for someone with skills to design, strategize and implement programs aiming at empowering adolescents to examine their lives critically, support delay in marriage, pregnancy and, retention in schools. The Program Officer shall be responsible to ensure quality and timely implementation of project activities in the program area, effective liaison at district and block level with key stakeholders including at the community level and undertake travel to district and blocks for supportive supervision.

Program Officer will report to State Head – Chhattisgarh.

Job Responsibilities

Program implementation:

- Planning, implementing and monitoring of project as assigned
- Designing and developing training, programmatic, content support materials, if needed
- Extending necessary support to project staff based at districts and blocks
- Coordinating all project related activities at the district and block level
- Introducing required programmatic elements (delivery mechanism, engagement ideas) to ensure that the project objectives are met
- Putting in place required monitoring systems, reviewing data on a regular basis, identifying challenges, successes and sharing with the state team, Delhi team as well as other stakeholders.
- Ensure that the content and delivery plan is communicated to all parties, and feedback as well as updates are captured well in time

Establish professional relations with state, district and level government officials and facilitate effective implementation of the program by

- Responding to additional technical assistance requirement
- Undertaking liaison and advocacy efforts with various district and block level key officials and community leaders to gain necessary buy-in and support for smooth execution of project elements
- Facilitating and coordinating with the respective department at districts and blocks to ensure services and entitlements to program participants

Identify mechanisms to engage with community, young people, PRI members, and other stakeholder by:

- Identifying possible over-laps with PRI, SHG, etc; for better outreach to young people
- Put in place innovative ideas, mechanisms for engaging the young people, using different technologies, content and platforms
- Find ways to motivate, reward or recognize young people who show increased program uptake

Represent C3 at different forums at the block, district and state level as well as contribute towards creating C3's branding and visibility at events / meetings

- Organizing and providing support during conferences, workshops, training programs and information dissemination forum
- Undertaking any other duties as assigned
- Documenting processes, lessons learned and promising practices of the project
- Contributing to project reporting requirements as needed – annual reports, donor reports, report for department etc.
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Provide leadership, Team management, Reporting and Monitoring

- Provide leadership to District and Field Coordinators for quality program implementation
- Ensure positive working environment within team
- Ensure effective monitoring of field level activities
- Prepare quality mandatory reports and document success stories and stories of change for wider circulation.

Required Qualifications & Skills:

- Master's degree in Public Health, Rural development, Management or Social Sciences
- At least 4-5 years' experience of working in public health programs OR 4-5 years' of professional experience in programs on youth particularly adolescent reproductive health issues, and youth leadership,
- Well informed on developmental issues and policies related to adolescent girls and boys, knowledge of issues around young people's education, health and rights, including a good understanding of the public health and education system.
- Managing small teams

- Must have ability to communicate in English and Hindi (written and spoken)
- Must have ability to write well-structured reports & documents in English & Hindi
- Familiarity with local language and culture of rural Chhattisgarh
- Ability to manage multiple tasks and priorities with attention to details
- Experience of supporting District/Block level implementation and problem solving
- Understanding and experience of working with the national programmes at District/Block level, especially RCH, NHM and ICDS.
- Experience of delivering community based programs

Remuneration: Depending on qualification and experience

Last date: July 31, 2019

Please send your latest CV at jobs@c3india.org

Please mention the position you are applying for in the subject line of your email. The application must contain information about current salary & benefits drawn (CTC).

Only Short-listed candidates will be intimated.

C3 is an equal opportunity employer.