



1. POSITIONS: **Capacity Building Executive – Livelihoods and Economic Empowerment,**
Location: New Delhi

2. ORGANIZATION BACKGROUND:

Centre for Catalyzing Change (C₃), is a registered not for profit organization, focused on improving the lives of women and girls in India by equipping, mobilizing, educating and empowering women and girls, to achieve gender equality. Centre for Catalyzing Change increases awareness of health entitlements and works supports women to gain know their reproductive health entitlements and access and utilize public health services through information and mobilization. C₃ also strengthens the ability of women to become leaders in their communities and the nation.

C₃ is working in Delhi to support from women from disadvantaged sections by building their entrepreneurship skills, providing exposure and life skills training. This effort aims to provide self-employment opportunities via promotion of economic clusters and micro-businesses in the selected hubs in Delhi. The project also aims to increase income generating opportunities for women by improving access to markets (and marketing) for women entrepreneurs and using e-commerce mediums for sale of produce.

3. JOB DESCRIPTION/ RESPONSIBILITIES:

C₃ is looking for a Capacity Building Executive who will be tasked with overall programmatic work related with ongoing project in terms of implementation, coordination, data collection and other work pertaining to the project. Under the guidance of appropriate supervision, the executive will facilitate training programmes, workshops, skilling sessions at field level, and establish good professional connect with officials under the project. The incumbent will contribute to monitoring activities including collecting longitudinal data of project beneficiaries, and contribute to the development of project reports, knowledge materials etc.

Job Purpose

The project activities will include:

- Assisting the team engaged in project in planning, data-collection, training, and technical support under our women economic empowerment programme as well as work closely with the C₃ programme consultants and support agency for this initiative.
- To ensure all the activities are effectively met by the measure of targets, goals and imply with internal policies of C₃.

Key Roles and Responsibilities:

The Capacity Building Executive – Livelihood and Economic Empowerment will work from C₃'s Delhi Office which provides programme support to the ongoing project. The Executive will provide programme support to the small team involved under this project.

Duties are but are not limited to: programme implementation support and contribute actively to meet the strategic objectives of the project by focussing on:

1. Managing the assigned tasks and play an active role in ground level implementation of the project.
2. Supporting in the training content and communication material development and delivery. This may include audio and video based materials and documenting case studies of project beneficiaries. The resource will also be expected to develop new training offerings, including programmes designed for the target segment.
3. Collect longitudinal data of project beneficiaries on a periodic basis, highlight cause-and –effect relationship wherever applicable.
4. Take an active role in facilitating training and skilling workshops with women as well as conducting community level consultations as and when needed.
5. Develop and maintain good working relationship with Aanganwadi officials including CDPOs and Supervisors, and partner/ support organisation under the project.
6. Submit clear and informative project progress report on a fortnightly basis to appropriate authority at C₃; and support in submitting a clear report according timeline and guidelines.
7. Keep the record of activities and compile it on a fortnightly basis for reporting purposes. Submit timesheets to reporting authority in a fortnightly manner.
8. Be mindful of budget for economic empowerment activities and ensure that budget expenditures are in accordance with agreed plans.
9. Responsible for keeping financial records, prepare, collate data / records Develop for project.
10. Prepare and fact check invoices and supporting documents etc. before sending them to Finance for payments to project consultants and support organisation and related internal controls. Ensure that all payments are processed after satisfactory verification of authorisations.
11. Identify challenges in programme implementation and inform programme team and reporting authority in a timely manner.
12. Undertake any other tasks as may be requested by the office

4. QUALIFICATIONS, EXPERIENCE AND COMPETENCIES:

1. About 2-3 years of experience on working on women's collective and community based development; women's economic empowerment; and gender development.
2. Team spirit, good interpersonal skills, as well as, ability to work independently.
3. Ability to work in diversified teams, having good coordination, communication and community facilitation skills.
4. Able to work under pressure and tight deadlines and deliver quality work.
5. Good understanding and experience on women's economic empowerment, enterprise development, livelihood or employment creation for women, and promoting gender in governance and administration.
6. Understanding of basic concepts of Digital and Financial Literacy, women-led enterprise promotion, digital platforms for product promotion and sales etc.
7. Good written and verbal communication skills including report writing skills would be strong asset.

8. Experience in working with organisations working on livelihood and women empowerment issues, in New Delhi will be highly valued.
9. Openness to frequent travels to field locations, flexible work attitude and willingness to learn.
10. Computer skills (familiarity with Microsoft Word and Excel) and information/data management

5. COMPENSATION OFFERED:

The offer made to the selected candidate shall be commensurate with qualifications, experience and salary history.

6. LOCATION: New Delhi

7. Last date:

8. Eligible candidates should send their latest CV with covering letter to jobs@c3india.org and mention applied position 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. No telephonic enquiries will be entertained until shortlisted.

C3 is an equal opportunity employer.