Job Description

Job Details

Role Title	Program Officer-AYP	**Location**	New Delhi
Reporting To	Lead-AYP	**Core / Term**	Term

ORGANIZATION BACKGROUND:

Centre for Catalyzing Change (**C3**) is a not for profit organization that improves 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 ability to become leaders in their communities.

POSITION SUMMARY:

The Program Officer shall be responsible to ensure quality and timely implementation of project activities in the program area, effectively liaison at district and block level with key stakeholders including at the community level and undertake travel to district and blocks for supportive supervision.

KEY ROLES & RESPONSIBILITIES:

- Work as an effective team player to ensure on ground execution of Adolescent and Young People projects, through proper planning and support to field staff;
- Understand the project proposal, budgeted activities and design the on-ground implementation plan accordingly;
- Effectively monitor the project activities, provide supportive supervision and hand holding support to the project staff to ensure desired quality deliverables as well as ensure compliance with all C3 policies and procedures;
- Plan and support the State team in building capacities of the local project implementation team;
- Coordinating with Department of Education for support of the work under the project;
- Contribute in establishing C3's work in the sphere of education as a means of ensure quality life outcomes (delay age at marriage, transition to workforce etc) for adolescents
- Develop in-house project tracking mechanisms and develop periodic updates for internal and external use, donor reports, dissemination of learning;
- Contribute to the fund-raising efforts of the AYP Pillar
- Extend support in other projects/tasks as deemed necessary by the organization

Note: *The roles and responsibilities mentioned above are not exhaustive. Role holder will be guided to perform different tasks as necessitated by changing role within the organization and the overall objectives.*

Required Qualifications & Skills

- Post graduate degree/ PG Diploma in Education, Social Work, Rural Development, Public Health, Management or Social Sciences
- At least five years' experience of working in adolescent programs OR in programs on education, vocational education and training, adolescent sexual and reproductive health and rights, gender and gender-based violence
- Working experience in Jharkhand/Odisha/Assam/West Bengal would be an advantage
- Well informed on developmental issues and policies related to adolescents, knowledge of issues around young peoples' education, health and rights, including a good understanding of the public health and education system
- Ability to interpret and use primary and secondary data, relevant for the project is essential
- Experience in managing small teams
- Experience in working with government departments, especially education, at different levels is highly desirable
- Must have ability to communicate in English and Hindi (written and spoken) and capacity to communicate in other regional languages would be an added advantage
- Must have ability to write well-structured reports & documents in English & Hindi;
- Ability to manage multiple tasks and priorities with attention to details
- Experience of supporting District/Block level implementation and problem solving
- Experience of delivering community-based programs
- Experience in use of technology for trainings and webinars;
- Ability to network and leveraging available platforms is desirable
- Willingness to travel is essential
- Team Management

OTHER DETAILS

- The offer made to the selected candidate shall be commensurate with qualifications, experience and salary history.
- Only Short-listed candidates will be intimated.
- C3 reserves the right to close the job advert early if we receive a high number of suitable applications.
- **Link to apply:*https://mitr2.c3india.org/Career/Home/Application?Code=JOBID-128***

C3 aims to be an equal opportunity employer. All applicants will be considered for employment without attention to race, colour, religion, sex, sexual orientation, gender identity, national origin, or disability status. Women candidates are encouraged to apply.