



## Job Description

<b>Role Title:</b> Program Officer - Gender Capacity Building	<b>Location:</b> Jaipur, Rajasthan
<b>Reporting To:</b> State Project Coordinator	<b>Core / Field:</b> Field

### ORGANIZATION BACKGROUND:

Centre for Catalyzing Change (C3), is a not for profit 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, adolescents, especially young girls 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 and women, ensuring access to lifesaving reproductive health information and services, and empowering women to become leaders in their communities.

### POSITION SUMMARY:

C3 is looking to hire a **Program Officer- Gender Capacity Building'** to lead the design and roll-out of capacity building initiatives on gender equality, gender-based violence (GBV) prevention and response, and gender responsive livelihoods, for its work with various stakeholders in Rajasthan, including with women leaders. The role will contribute to C3's technical support to programs leveraging grassroots women's leadership and the women's collectives network on the issue of GBV using community platforms like the Gender Resource Centres, facilitating convergence with formal support service providers, and developing women's livelihood opportunities.

Working under the guidance of the State Project Coordinator, the ideal candidate will bring a combination of excellent gender training facilitation skills, along with designing innovative and participatory capacity building workshops. Experience of having worked directly with grassroots women leaders in Rajasthan and an in-depth contextual understanding will be useful.

### KEY ROLES & RESPONSIBILITIES:

- **Development of Gender Training Curriculum and Facilitation of Gender Trainings**
  - Lead the development and contextualisation of gender capacity-building trainings with multiple stakeholders, focussing on gender equity, GBV and gender responsive livelihoods
  - Support the C3 project team in state-level project planning, execution and monitoring of the project
  - Supervise the work of the state and district project teams specific to training and capacity building, allocating responsibilities and ensuring timely delivery of outputs
  - Participate in relevant state/district level forums and interactions
  - Lead on-ground gender trainings in the state and districts, and contribute to developing a pool of Master Trainers on Gender

- **Team Leadership & Coordination:**
  - Regularly communicate with and report to C3's State Office in Rajasthan and national office in New Delhi on the work's progress, challenges and achievements
  - Document best practices, case studies, and lessons learned
  - Plan and ensure optimal utilization of project funds in alignment with approved budgets and activities
- **Other Responsibilities:**
  - Perform additional tasks as required by the project or 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.*

#### **Minimum Qualifications, Skills and Experience:**

- Master's Degree in Social Sciences/Public Policy/Gender Studies or related advanced Degree relevant to the field of Gender and Development
- Demonstrated experience of designing and delivering large scale gender training programmes, preferably with grassroots women  
Strong technical and communication abilities and demonstrated in-depth knowledge and understanding of issues of gender, GBV prevention and response, and women's livelihoods
- Minimum of 5 years programmatic and technical experience
- Proven writing and documentation skills in English and Hindi
- Well-developed interpersonal and team skills, respect for gender and diversity and adaptability in demanding situations
- Willingness to travel within and outside the state

#### **OTHER DETAILS:**

- The offer made to the selected candidate shall be commensurate with qualifications, experience and salary history.
- Last date for submission of application: **January 31, 2026**
- Please send your latest CV, with a covering letter at link provided  
**Link: <https://mitr2.c3india.org/Career/Home/Application?Code=JOBID-030>**
- The application must contain information about your current salary & benefits drawn (CTC)
- Only Short-listed candidates will be intimated.

*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.*