



Job Description

Role Title: Program Officer – Technology	Location: Delhi
Reporting To: Head- Education Initiatives	Core / Field: Core

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, ensuring access to lifesaving reproductive health information and services, and empowering women to become leaders in their communities .

POSITION SUMMARY:

The Program Officer – Technology will lead the integration and management of digital solutions that drive the success of C3's Girls' Education and Gender Equity Initiative in Jharkhand and Assam. The role involves identifying and implementing tech-based tools across education, skilling, and social protection components. The position requires collaboration with internal teams, various stakeholders, and technology partners to ensure effective data systems, secure IT infrastructure, and digital literacy among teams. The ideal candidate brings a blend of technical expertise and a commitment to using technology for social impact and system change.

KEY ROLES & RESPONSIBILITIES:

1. Technology Integration & Support

- Collaborate with program teams to identify, pilot, and implement technology solutions aligned with project objectives in education, skilling, and cash transfers.
- Provide ongoing technical support and training to staff on digital platforms used for program management, data collection, and reporting.

2. System Management

- Manage and maintain project technology systems and tools to ensure they function optimally and securely.
- Assist in the development and implementation of IT protocols and data security procedures, ensuring compliance with organizational and legal standards.

3. Data Management & Analysis

- Coordinate with the Monitoring, Learning & Evaluation (MLE) team to support accurate, real-time data collection and management.

- Contribute to the design of data dashboards, analytics tools, and visualizations that support evidence-based decision-making.

4. Stakeholder Collaboration

- Liaise with technology partners, developers, and vendors to explore and customize tech solutions for program needs.
- Engage with departments to ensure technological alignment with education and social protection platforms in Jharkhand and Assam.

5. Capacity Building

- Organize and lead training workshops for internal teams and stakeholders on technology use, digital literacy, and troubleshooting.
- Encourage a culture of digital innovation and continuous improvement across teams.

6. Documentation & Reporting

- Prepare regular reports on the use and impact of technology across programs.
- Document success stories, challenges, and best practices related to technology integration for internal learning and external sharing.

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:

- Bachelor's or Master's degree in Information Technology, Computer Science, Data Science, Engineering, or a related field.
- 5 years of experience in technology implementation and support, preferably within the development or education sectors.
- Experience in managing digital platforms, dashboards or data collection tools
- Familiarity with IT governance, data privacy, and digital security protocols.
- Strong problem-solving and communication skills; ability to translate technical language for non-technical audiences.
- Ability to work in dynamic, multi-stakeholder environments and travel across field locations.
- Fluency in English and Hindi is required; knowledge of regional languages is a plus.

OTHER DETAILS

- The offer made to the selected candidate shall be commensurate with qualifications, experience and salary history.
- Last date for submission of application: **18-January 2026**
- Please send your latest CV, with a covering letter at link provided
Link: <https://mitr2.c3india.org/Career/Home/Application?Code=JOBID-028>
- 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.