



## Job Description

<b>Role Title:</b> Senior Program Officer – Girls’ Education (CCT & VET)	<b>Location:</b> Delhi
<b>Reporting To:</b> Head- Education Initiatives	<b>Core / Field:</b> 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 *Senior Program Officer – Girls’ Education (CCT & VET)* will lead strategic efforts to design, implement, and scale gender-responsive Conditional Cash Transfer (CCT) and Vocational Education and Training (VET) interventions aimed at improving adolescent girls’ retention, transition, and empowerment in Jharkhand and Assam. The role requires close collaboration with various departments, training institutions, and communities to ensure adoption of inclusive models. This position is ideal for a motivated professional with deep expertise in education, gender, and system liaising, committed to creating meaningful pathways for girls’ success.

### KEY ROLES & RESPONSIBILITIES:

#### Program design & Implementation

- Lead the planning and execution of the Conditional Cash Transfer (CCT) program to increase girls’ school attendance, retention, and learning outcomes
- Ensure programs are gender-responsive and inclusive, especially for marginalized adolescent girls.
- Coordinate with field teams and partners for seamless implementation across target geographies.

#### Collaboration & Stakeholder Management

- Work closely with WCD, JEPC, vocational institutions, and education departments to align initiatives with priorities.
- Champion the adoption of successful CCT and VET models.
- Foster partnerships with vocational training providers and other key actors.

#### Capacity Building & Technical Support

- Conduct training for officials and various stakeholders on CCT/VET processes and gender equity.
- Build the capacity of local institutions to make VET programs more accessible and relevant for girls.
- Provide ongoing support to district and state-level teams.

**Monitoring, Evaluation & Learning (MEL)**

- Collaborate with MEL teams to develop and track key indicators for CCT and VET.
- Monitor progress on girls' enrolment, retention, and skills acquisition.
- Use data insights to adapt and refine program strategies for greater impact.

**Community Engagement & strategic Partnerships**

- Lead awareness-building efforts around the value of CCT and VET for girls' education and empowerment.
- Facilitate community dialogues with SMCs, parents, and local leaders to encourage active support.
- Engage in strategic partnerships at the state and national levels to promote sustainable scale-up.

**Documentation & Knowledge Sharing**

- Document best practices, case studies, and lessons learned to inform future programming and engagement.
- Prepare reports and knowledge products for donors, institutions, and public platforms.
- Contribute to outreach and support materials for broader visibility and impact.

*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:**

- Master's degree in Education, Development Studies, Gender Studies, or related field.
- 10 years of experience in program design and implementation, preferably in education, CCT, or vocational training.
- Strong understanding of adolescent girls' issues, gender equity, and systemic education reforms.
- Experience working with stakeholders, training institutions, and communities.
- Proficiency in English and Hindi; knowledge of Assamese or regional languages is a plus.
- Strong analytical, documentation, and communication skills.
- Willingness to travel frequently within project states.

**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-025>**

- 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.*