



Job Description

Job Details

Role Title	Program Officer (AYP)	Location	Bhubneshwar - OD
Reporting To	State Head	Term / Field	Term

ORGANISATION 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:

C3 is working towards creating an empowering eco-system to positively impact the life of disadvantaged adolescent girls in Nayagarh, Odisha, India, through a comprehensive approach that impacts and improves educational outcomes, including completing 12 years of school education and preventing early marriages. Under the proposed project, C3 intends to support girls to with life skills, leadership, agency-building sessions and academic enrichment which will enable them to negotiate for continuing/completing school, delaying marriage, and accessing appropriate services and schemes to build a future for themselves.

The Program Officer will be stationed at the C3 State Office, Bhubaneswar, Odisha to support the district level team members to facilitate implementation of various planned activities in coordination with various key stakeholders. The proposed project aims to provide comprehensive support to girls, focusing on academic enrichment to ensure the completion of their education. Additionally, sessions on life skills, leadership, and agency-building will be conducted to empower them, discourage early marriages, and facilitate access to relevant services and schemes for a brighter future.

Under the proposed project, support will be provided to girls with sessions on life skills, leadership, and agency-building, and academic enrichment to enable them to complete and continue schooling, delay marriage, and access appropriate services and schemes to build a better future for themselves. The project will also focus on equip girls to protect themselves from child, early or forced marriage, and enable them to choose a career pathway and work towards achieving it. This is to ensure creating a conducive environment in the families and communities to support and promote the rights of young girls.

KEY ROLES & RESPONSIBILITIES

- Coordinate and liaison with at state and district level government officials from Department of Education, Dept. of Health, WCD, OSCPCR and other government and vocational & skill building institutions.

- Work in close coordination with District Education Department and District Child Protection Unit for strengthening planning, implementation and monitoring of project activities.
- Preparation of Detailed Implementation Plan and detailed training plan.
- Support and guide district project team including District Coordinator and Block Coordinator for effective project implementation and delivering project outputs and outcomes.
- Contribute to the development of training, resource materials and guidance documents.
- Prepare and submit quantitative and qualitative monthly, quarterly and annual progress report and other project related documents. Ensure data submitted to national team timely
- Ensures staff are consistently complying and adhering to policies, procedures and guidelines of C3.
- Ensures the performance management process is well-planned and conducted in a timely for all field staff. This includes setting performance goals, conducting progress check-ins, providing feedback, conducting year-end appraisals, and making recommendations for staff development.
- Leads and facilitates field staff in weekly/ bi-weekly or monthly meetings to review progress against plans, find solutions to problems, share lessons learned, exchange expertise across programs, and to motivate and encourage teamwork.
- Ensure planning and utilizing of the budget for the events as planned under the project.
- Prepare and submit fund request advance in time, ensure expenses as per the budget line items/C3 financial guidelines, collection of expenses reports/bills and ensure timely settlement.
- Conduct regular field visits to monitor and verify the program progress and impact, understand the challenges/gaps and suggest appropriate solutions.
- Ensure timely completion of the detailed implementation plan, training calendar and monitoring plan.
- Make it sure all capacity building activities such as training of FBL and Adolescent Champions, PRI, teachers, SHGs, AWW, ASHA, VLCPCs, GPCPC etc. are completed in time.
- Develop a detailed plan for assessments/studies under the project and dissemination of the findings at district and state levels.
- Make it sure the vulnerable families are supported with income-generating activities, social security schemes, skill building, ITI, employment opportunity, open schooling etc.
- Plan and update block level interactions with community leaders, faith-based leaders and parents on promoting girl's education
- Prepare training materials for school-going children on cyber bullying, safe & unsafe touch, child rights and protection, gender and life-skills education.
- Support to conducting the exposure of adolescents to different workplace settings and interactions with professionals
- Identifying and assessing the vulnerability of young girls at the risk of dropping out of schools.
- Suitability mapping and permission for establish/set up Shiksha Sansadhan Kendras at the gram panchayat level through the support of Shiksha Saathis
- Support to block coordinators providing Shiksha Samoochs to promote collaborative and peer networks for education
- Planning and reporting of setting up assets for academic enrichment sessions to identified girl students in panchayats
- Perform other tasks as assigned by the State Head or other senior colleagues.

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 Rural development, Management or Social Sciences
- At least 10 years' experience of working in the field of Education, child protection, Gender and gender-based violence, working experience with youth, adolescent sexual and reproductive health and skilling.

- Working experience in Odisha would be an added advantage.
- Experience in managing small teams
- Must have ability to communicate in English and Odia (written and spoken)
- Must have ability to write well-structured reports & documents in English & Odia
- Ability to manage multiple tasks and priorities with attention to details
- 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.
- Application Link: <https://mitr2.c3india.org/Career/Home/Application?Code=JOBID-095>
- 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.