Job Description

Job Details

Role Title	Program Officer	**Location**	Saraikela -JH
Reporting To	Senior Program Officer	**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* will be responsible for leading the implementation of C3's Girls' Education and Gender Equity Initiative at the district level in Jharkhand. The role involves coordinating program activities, engaging with government and community stakeholders, facilitating capacity-building sessions, and supporting data collection and reporting. The District Coordinator will serve as a critical link between state-level plans and grassroots execution, working to strengthen local systems, mobilize communities, and drive gender-equitable outcomes in education and adolescent empowerment.

KEY ROLES & RESPONSIBILITIES:

1. **Program Implementation**

- Coordinate and manage the implementation of C3's education and gender equity programs in assigned districts.
- Ensure all activities are executed in alignment with project timelines and quality benchmarks.
- Support day-to-day operations, troubleshoot issues, and ensure timely delivery of interventions.

2. **Stakeholder Engagement**

- Develop and sustain strong working relationships with district education officials, DWCD representatives, school leaders, and other local actors.
- Facilitate collaboration and convergence among stakeholders to amplify program impact.
- Represent C3 in district-level meetings, consultations, and coalition-building efforts.

3. **Capacity Building**

- Organize training sessions and workshops for local institutions, SMCs/SMDCs, teachers, and community leaders on gender-responsive and inclusive education practices.
- Assist in the contextualization and dissemination of training materials and learning resources.

4. **Data Collection and Reporting**

- Collect field data on program activities, challenges, and outcomes using established tools and formats.
- Support real-time monitoring of CCTs, VET interventions, and school-level practices.
- Provide regular, accurate reports and documentation to the PMU for review and planning.

5. **Community Mobilization**

- Lead outreach and awareness campaigns focused on girls' education, delay in age of marriage, and empowerment of adolescent girls.
- Implement community engagement strategies to increase uptake of entitlements like Conditional Cash Transfers (CCTs) and vocational education opportunities.
- Foster local ownership by promoting active participation of families, community groups, and local leaders.

6. **Coordination with PMU**

- Work in close collaboration with the PMU to align district-level plans with the initiative's overall strategies.
- Participate in regular check-ins, reviews, and planning meetings with the state-level team.
- Share field insights, emerging challenges, and promising practices to inform adaptive program management.

7. **Monitoring and Feedback**

- Monitor program implementation and progress against targets; flag issues and suggest course corrections.
- Contribute to learning processes by documenting success stories, field innovations, and lessons learned.
- Support baseline, midline, and endline evaluations as per MLE guidance.

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 Social Work, Education, Rural Development, Gender Studies, or a related field.

- 2–5 years of experience in implementing development programs at the district or block level.
- Experience working with government systems (Education, WCD, Panchayats) and community-based organizations.
- Strong interpersonal and facilitation skills, with the ability to engage diverse stakeholders.
- Excellent reporting, documentation, and data handling skills.
- Comfortable with frequent travel within the district and to field sites.
- Fluency in Hindi and local dialects; working knowledge of English is desirable.

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.
- ***Application Link:https://mitr2.c3india.org/Career/Home/Application?Code=JOBID-125***

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.