

## Job Description

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| <b>Role Title: Program Officer – Adolescent &amp; Young People</b> | <b>Location: Ambikapur, Chhattisgarh</b> |
| <b>Reporting To: Senior Program Officer</b>                        | <b>Core / Field: Term</b>                |

### 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 and in governance.

### POSITION SUMMARY:

C3 seeks a qualified professional for the position of Program Officer based in Ambikapur, Surguja, Chhattisgarh, to manage and monitor the initiative of SANGWARI, to address harmful practices, contributing to Child Marriage and its subsequent ill effects. C3 is looking for a suitable candidate, with skills to lead, guide and provide support to field team and project participants to achieve desired project outcomes, work collectively to find solutions for ensuring adolescent empowerment.

The Program Officer shall be responsible to ensure quality and timely implementation of project activities in the program area, effectively liaison at district and block level with key stakeholders including at the community level and undertake travel to district and blocks for supportive supervision. The initiative envisages to address complex intersectional challenges experienced by adolescent girls to enable strong transitions to adulthood, via approaches that leverage technology to expand girls' capabilities and opportunities, shift their parent's attitudes, and foster supportive and responsive communities.

### KEY ROLES & RESPONSIBILITIES:

1. Work as an effective team player to ensure on ground execution of Adolescent and Young People projects, through proper planning and support to field staff. This also includes ensuring that:
  - the assigned project meets the objective and its purpose as well as meets the financial and donor/government/project reporting requirements in a timely manner and is accountable to all required project deliverable
  - Plan, Coordinate and Facilitate need based and planned trainings and capacity building exercises for project staff.
  - Mentoring the team members.

2. Establish healthy working relations with district/block level government officials and plays facilitation role in ensuring that:
  - Plan and undertaken necessary advocacy efforts with various important stakeholders at district and block level to build and strengthen eco system for the program and C3.
  - Liaison with government officials at district levels to ensure one-time issuance of project related government orders
  - Sharing program update on regular basis.
3. Understand the project proposal, budgeted activities and design the on-ground implementation plan accordingly.
4. Effectively monitor the project activities, provide supportive supervision and hand holding support to the project staff to ensure desired quality deliverables as well as ensure compliance with all C3 policies and procedures. This also includes:
  - Undertake regular monitoring and supervision of program activities at all levels which includes travel to the project areas to monitor and extend handhold support to program implementers
  - Supervise program team and ensure periodic handholding and capacity building support.
5. Office Management
  - Maintain all official record as per organization and as per project.
  - Ensure, facilitate and monitor regular office up keep and maintenance.

*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 Public Health, Rural development, Management or Social Sciences
- At least 5 years' experience of working in public health programs OR in programs on youth particularly youth leadership, adolescent sexual and reproductive health and rights, gender and gender-based violence.
- Working experience in Chhattisgarh, would be an advantage.
- Well informed on developmental issues, schemes and policies related to adolescents, knowledge of issues around young peoples' education, health and rights, including a good understanding of the public health and education system.
- Experience in managing small teams
- Must have ability to communicate in English and Hindi (written and spoken)
- Must have ability to write well-structured reports & documents in English & Hindi
- Ability to manage multiple tasks and priorities with attention to details
- Experience of supporting District/Block level implementation and problem solving
- 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.

**OTHER DETAILS:**

- The offer made to the selected candidate shall be commensurate with qualifications, experience and salary history.
- Last date for submission of application: **February 28, 2025**
- Please send your latest CV, with a covering letter at [jobs@c3india.org](mailto:jobs@c3india.org)
- **Please mention the position you are applying for in the subject line of your email.** 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.*