



POSITION VACANT: **Program Officer - SAKSHAMA,**
Centre for Catalyzing Change, Chhattisgarh & Bihar

ORGANIZATION BACKGROUND:

Centre for Catalyzing Change (C3), is a registered not for profit organization, focused on improving the lives of women and girls in India by equipping, mobilizing, educating and empowering women and girls, to achieve gender equality. Centre for Catalyzing Change increases awareness of health entitlements and supports women to gain access to reproductive (public) health services through information and advocacy. C3 also strengthens the ability of women to become leaders in their communities and the nation. Working in partnership with communities and community-based organizations, C3's proven approach is to develop and give women, young girls and boys the tools they need to improve their lives, as well as that of their families and communities.

In the COVID rebuild process, it is now more important than ever to strengthen girls' digital skills, while also working to improve their physical health, education, bodily autonomy and integrity, psychosocial wellbeing, voice and agency, and economic empowerment. C3 is proposing a model of working with adolescent girls in Chhattisgarh/Bihar, which seeks to do just this.

C3 recognizes that gender inequities and power imbalances in families, communities, and institutions drive poor outcomes—especially for adolescent girls. With opportunities for personal interaction remaining limited for the near future, especially since India has not begun administering vaccines to those below 18 years yet, leveraging technology-based platforms to deliver curriculum and skills to young people is imperative.

C3 seeks a qualified professional for the position of Program Officer in the state of **Chhattisgarh & Bihar** to provide technical assistance for implementation of program for young girls. C3 is looking for someone with skills to lead, guide and provide support to program staff and 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.

JOB RESPONSIBILITIES:

- 1. Work as an effective team player to ensure on ground execution of SAKSHAMA project, 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.
- 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
- 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.

QUALIFICATIONS, EXPERIENCE AND COMPETENCIES:

- 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/Bihar would be an advantage.
- Well informed on developmental issues 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.

COMPENSATION OFFERED:

The offer made to the selected candidate shall be commensurate with qualifications, experience and salary history.

Location: Districts of Bihar & Chhattisgarh

Please send your latest CV at jobs@c3india.org along with a cover letter stating why you consider yourself suitable for the position you are applying for

Please mention the position you are applying for in the subject line of your email. The **application must contain information about current salary & benefits drawn (CTC).**

Only Short-listed candidates will be intimated.

C3 is an equal opportunity employer.