



## Job Description

<b>Role Title</b>	State Head	<b>Location</b>	Guwahati - AS
<b>Reporting To</b>	Lead – Gender Equity	<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 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 and women, ensuring access to lifesaving reproductive health information and services, and empowering women to become leaders in their communities.

### POSITION SUMMARY:

C3 is looking for a State Head for their programs working with women and girls in the state of Assam. The State Head for Assam will be responsible for leading and managing C3's technical support to programs leveraging the women's collectives network to prevent and respond to Gender-Based Violence (GBV) using community platforms like the Gender Resource Centres, facilitating convergence with formal support service providers, and developing livelihood opportunities with a survivor-centric approach. This role will also drive initiatives to strengthen adolescent girl agency through leadership development and life skills programs, alongside promoting girls' education to challenge gender norms and enhance access to quality learning opportunities.

This role will involve designing and demonstrating capacity-building efforts to foster gender-sensitive ecosystems, engaging with community-level stakeholders and collaborating with multiple stakeholders for gender-based violence prevention and response. This role will also include strategic engagement with key stakeholders to foster collaborative solutions to empower women leaders and create safer public and private spaces for women and girls. The ideal candidate will bring a combination of program management skills, government liaison experience, and a strong commitment to gender equity and violence prevention.

### KEY ROLES & RESPONSIBILITIES:

- **Project Management & Implementation:**
  - Lead state-level project planning, execution, and monitoring.
  - Develop capacity-building strategies and support the creation of training modules for stakeholders.
  - Coordinate district-level demonstration models and track progress against project milestones.
  - Supervise the project team, allocate responsibilities, and ensure timely delivery of outputs.
  - Represent C3 in all relevant state-level forums and interactions.
  - Build and maintain effective relationships with state systems

- Strengthen partnerships with key stakeholders, including various government departments
- **Team Leadership & Coordination:**
  - Regularly communicate with and report to C3's National Office on project progress, challenges, and achievements.
  - Document best practices, case studies, and lessons learned.
  - Facilitate regular team meetings (weekly/bi-weekly/monthly) to assess progress, solve challenges, and share knowledge.
  - Provide ongoing mentoring and motivation to ensure high team performance.
  - Plan and ensure optimal utilization of project funds in alignment with approved budgets and activities.
- **Other Responsibilities:**
  - Perform additional tasks as required by the project or organization.

*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 Social Sciences/Public Policy/Gender Studies or related advanced Degree relevant to the field of Gender and Development
- Demonstrated experience of implementing gender equity/ gender responsive programs at the state level, with relevant experience of working in Assam
- Demonstrated experience of leading/delivering large scale training programmes
- Strong technical and communication abilities and experience in gender, especially in ensuring quality service delivery
- Demonstrated in-depth knowledge and understanding of current Gender Based Violence programming and services, and of local governance structures, functioning of institutions and understanding of points of convergence for ending gender-based violence
- Experience of involving communities and community-based platforms in GBV prevention efforts
- Minimum of 12-15 years' senior level programmatic and technical experience
- Demonstrated management and leadership skills working with the staff of complex programs.
- Proven writing and documentation skills in English and Assamese; Well-developed interpersonal and team skills, respect for gender and diversity and adaptability in demanding situations; Proficiency in Hindi is an added advantage
- Willingness to travel within and outside the state

#### **OTHER DETAILS**

- The offer made to the selected candidate shall be commensurate with qualifications, experience and salary history
- Last date for submission of application: **January 31, 2026**
- Please send your latest CV, with a covering letter at link provided  
**Link: <https://mitr2.c3india.org/Career/Home/Application?Code=JOBID-058>**
- 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.*