



Job Description

Role Title	Senior Program Officer	Location	Guwahati - AS
Reporting To	State Head	Core / Field	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 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 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 Senior Program Officer- Gender and Livelihoods to implement and manage their 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 involve demonstrating capacity-building efforts to foster gender-sensitive ecosystems, and engaging and collaborating with multiple stakeholders for gender-based violence prevention and response. This role will also include 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 capacity building, program management skills, government liaison experience, and a strong commitment to gender equity and violence prevention.

KEY ROLES & RESPONSIBILITIES

• Project Management & Implementation

- Support the state head in state-level project planning, execution, and monitoring.
- Support the development of capacity-building strategies and the creation of training modules for stakeholders, focused on gender equity, gender based violence prevention and response, and gender responsive livelihoods
- Support the state head in supervising the project team, allocation of responsibilities, and ensuring timely delivery of outputs
- Participate in relevant state/district level forums and interactions
- Provide support in strengthening partnerships with key stakeholders, including various government departments

- Lead on-ground implementation of activities across all districts
- **Team Leadership & Coordination**
 - Regularly communicate with and report to C3's State Office in Assam on project progress, challenges, and achievements
 - Support the work of documenting best practices, case studies, and lessons learned
 - Support the planning and 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.

Minimum Qualifications, Skills and Experience

- 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 at the state level
- Demonstrated experience of leading/delivering large scale training programmes
- Strong technical and communication abilities and experience in the domain of gender and gender based violence prevention and response programming and services
- Experience of designing and delivering gender-sensitive livelihood programs
- Minimum of 8 years programmatic and technical experience
- Demonstrated management and leadership skills working on 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
- 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-059>
- 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.