

Cluster Program Officer - Assam

About the organization	EFRAH Society is started in 1997 to build a society to promote socio-economic justice, and social sensitivity, and to empower disadvantaged groups to become self-reliant and work collectively for social change. The core area of EFRAH intervention is Education, Livelihood, Health, Water & Sanitation, Disaster Risk Reduction, Gender Justice and another area of intervention is advocacy for rights of the children and women.
Job Title	Cluster Program Officer -DRR
Cell	Advocacy
Location	Dhubri and South Salmara (Assam)
Level / Pay Band	INR 50000.00
Contract	Term of Three Years (Renewable on Mutual Agreement)
Reports To	Workflow Lead
Matrix Reporting	TBC
Scope of Position	<p>The position will support organizational advocacy and influencing work and fits into EFRAH's broader work on inequality reduction, social inclusion, and gender justice. The incumbents would be responsible for supporting work in the state, including extending support to EFRAH interventions on the ground.</p> <p>The incumbent will need to have a strong background in advocacy and will work on issues of health & education and empowerment of Muslim minorities. He/she will also undertake other work in the location (Cluster). As such, candidates with experience of working in health and education and having worked with Muslims will have an advantage.</p> <p>As a Cluster Program Officer, you will contribute to overall advocacy and campaign processes in EFRAHs. This will also involve working closely with the teams in the other EFRAH Intervention States.</p>

Key Responsibilities

Program Support

1. To support large funded programme /projects at the state, and district level through regular visits and undertake direct implementation, project appraisal, monitoring, and evaluation including financial monitoring.
2. To provide support in establishing links between project work including at the district level, to state-level policies and macro policy and the practice environment.
3. To ensure minimum organizational standards programme quality program reporting for back donors. Ensure that gender, inequality, diversity and social inclusion analyses are applied across all levels of planning and delivery.
4. Undertake documentation of actions undertaken, impact achieved and preparation of quarterly, semi-annual and annual reports
5. To lead and contribute to the development of quality proposals both nationally as well as for the state; as also to integrate gender justice, social inclusion, and inequality reducing lens within proposals of the state and cluster of districts. Support relationship building with current and potential donor agencies.
6. To actively participate in and contribute to all team processes leading programme development, management and effective functioning of the team s/he is part of;

Key Responsibilities

Capacity Building

7. Jointly with district officers, undertake capacity building at the community and other stakeholders of relevance
8. Implement EFRAH's Gender Justice Policies and ensure inclusion of a coherent focus on social inclusion and reduction of inequality in the program
9. Mentor EFRAH's teams at the district and village level to support program delivery

Engagement with government and influencing

10. To liaise with appropriate government officials and policymakers at the block, district and state levels in support of programmatic and organizational objectives
11. To design, plan and execute district and state-level influencing work, in line with the national campaign/guidelines/strategy with a variety of relevant stakeholders as and when appropriate. This includes work aimed at change and improved implementation of government policies/schemes and change in social norms
12. Build and support relationships with potential allies relevant to the program and organizational agendas including networks and alliances, movements of marginalized groups and women, unions, and other state-level organizations and bodies as necessary.
13. To undertake specific research and policy analysis exercises programme implementation and influencing
14. To lead and contribute to the implementation of EFRAH's campaigns at the state and district levels for influencing a variety of stakeholders at the district, state, and national levels as required.

Communication

15. Contribute to communicating EFRAH's perspectives in various forums and mass media.
16. Contribute to the development of public communication materials in coordination with the Public Engagement Team to support online and on-ground mobilization and policy-maker outreach.

<p>Skill and Competence</p>	<ol style="list-style-type: none"> 1. Proven track record of achieving results of project implementation, management, development, project reporting, and financial management. 2. Experience in policy advocacy and lobbying with the government on policy issues. 3. Experience in campaigning is an asset. 4. Prior experience in Health/Education and anti-child labour projects is desirable. The history of working on the rights of Muslim minorities is a strong advantage. 5. Experience in capacity building and training of civil society organizations and the ability to build strong networking across the state and region. Experience of engagement with networks and alliances of the state is an asset. 6. Proven ability in social research and macro policy analysis 7. Knowledge of the socio-economic and political context of the country including the robust understanding of gender and diversity issues in India is required. 8. Basic understanding of social media platforms like Twitter, Instagram, Facebook, and experience in drafting professional posts for the platforms. 9. Well-developed analytical, conceptual, and writing skills. 10. Results oriented, able to manage multiple tasks, and have good planning, management, and organization skills – should be a self-starter. 11. Ability to inspire and motivate teams and networks towards action. Well-developed interpersonal and team skills and flexible in demanding situations. 12. Six years of experience in a similar job, including experience in project implementation and advocacy campaigns. Must have worked with a grass root development organization. 13. Bachelor's Degree, preferably in Social Science or equivalent. 14. Good written and spoken English and Hindi is essential. Preferably knows the local language. 15. Computing skills (should be fluent in MS Office, especially Word and Excel and electronic communication). 16. Willingness and ability to undertake extensive travel and sustained fieldwork
<p>Relocation</p>	<p>During the course of employment, the post holder may be required to move base on a temporary or permanent basis to any workplace controlled by EFRAH Society</p>
<p>Travel</p>	<p>Willingness to travel and undertake sustained fieldwork as per the requirement of the particular position</p>
<p>Date Issued</p>	<p>18-08-2022</p>
<p>Last date for application</p>	<p>Send your detailed CV with a covering letter highlighting relevant work experience for said position to hr@efrahindia.org, latest by 30th of August, 2022. Shortlisted candidates will be intimated individually through e-mail.</p>
<p>Approved By</p>	<p>Secretary, EFRAH</p>