

## District Programme Officer – Multiple Locations

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| <b>About the organisation</b> | 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. |
| <b>Job Title</b>              | District Programme Officer  |
| <b>Cell</b>                   | Community Engagement  |
| <b>Location</b>               | Multiple Locations (Bangalore, Delhi, and Mumbai)   |
| <b>Level / Pay Band</b>       | INR 35000.00/Assistant  |
| <b>Contract</b>               | Term of Three Years (Renewable on Mutual Agreement)   |
| <b>Reports To</b>             | Chief Functionary   |
| <b>Scope of Position</b>      | The <b>District Programme Officer</b> will be responsible for the implementation of the programs in coordination with the Cluster Programme Officer in the respective cluster. She/ He will be responsible smooth execution of workflows/projects at the district level.  |

**Key Responsibilities**

- Planning of the activities to be implemented in the community and executing the community engagement work
- Mobilizing the community influencers and stakeholders for different meetings at the district level for awareness generation and effective implementation of the program
- Preparation of reports and documentation as per requirement
- Ensure all program-related field activities follow the program timeline and assist cluster coordinator to prepare periodical weekly and monthly reports.
- work closely with district-level CSOs, networks, and alliances to take forward the EFRAH's domains of work
- liaison with a range of stakeholders (private sector; CSOs; human rights groups; local leaders) at the district level
- taking lead in district liaison and advocacy with the administration on community-led demands
- Capacity building of community mobilizers
- Oversee and provide the necessary support to the community mobilizers in the district for effective delivery of the program
- review and monitoring of the community and district level work and report its progress
- Compilation and maintaining district-level data from the field
- Project implementation, coordination and take necessary guidance and field assessments
- Based on the field requirement your role and responsibility may be changed

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| <b>Skill and Competence</b>      | <ul style="list-style-type: none"> <li>• Graduate/Post graduate in Social Work/ Science or equivalent and substantial working experience of at least 4-5 years in the development sector</li> <li>• understanding of key thematic areas in alignment with EFRAH's areas of work</li> <li>• <b>understanding agriculture and smallholder farmer's issues will be plus</b></li> <li>• liaison skills with government and multi-stakeholders at the district level</li> <li>• ability to work with alliances and networks and district level</li> <li>• strong interpersonal and networking skills</li> <li>• ability to do advocacy with administration and other relevant stakeholders</li> <li>• ability to articulate issues and put them forth to various stakeholders</li> <li>• ability to connect ground-level issues with the macro situation</li> <li>• sound writing and reporting skills</li> <li>• sound understanding of community engagement and community processes</li> <li>• strong perspective on gender and social exclusion issues</li> <li>• ability to handle multiple tasks and conflicting situations</li> <li>• positive outlook and interest to take up challenges</li> <li>• Focused work experience on gender/ women's rights and social inclusion/ diversity in the relevant sector would be desirable</li> </ul> |
| <b>Relocation</b>                | 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.  |
| <b>Travel</b>                    | Willingness to travel and undertake sustained fieldwork as per the requirement of the particular position  |
| <b>Date Issued</b>               | 18-08-2022   |
| <b>Last date for application</b> | <b>Send your detailed CV with a covering letter highlighting relevant work experience for said position to <a href="mailto:hr@efrahindia.org">hr@efrahindia.org</a>, latest by 30<sup>th</sup> of August, 2022. Shortlisted candidates will be intimated individually through e-mail.</b>  |
| <b>Approved By</b>               | Secretary, EFRAH   |