

District Programme Officer – Assam

About the organisation	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, and Gender Justice and another area of intervention is advocacy for rights of the children and women.
Job Title	District Programme Officer -DRR
Cell	Community Engagement
Location	Dhubri--Assam South Salmara—Assam
Level / Pay Band	INr 35000.00
Contract	1 year or Co-Terminus with the Project whichever is earlier
Reports To	Cluster Programme Officer—Assam Project Coordinator
Scope of Position	The District Programme Officer will be responsible for the implementation of the programs in coordination with the Assam Project Coordinator. 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 specifically with tea garden workers, trade union members, and women workers
- Mobilizing the tea garden-related 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 mainly on the Assam tea garden 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
- review and monitoring of the community and district level work and report its progress
- Project implementation, coordination and take necessary guidance and field assessments
- Based on the field requirement your role and responsibility may be changed

Skill and Competence	<ul style="list-style-type: none"> • Graduate/Post graduate in Social Work/ Science or equivalent and substantial working experience of at least 4-5 years in the development sector • understanding key thematic areas in alignment with EFRAH's areas of work; understanding tea gardens and labor rights will be important • liaison skills with government and multi-stakeholders at the district level • ability to work with alliances and networks and district level • strong interpersonal and networking skills • ability to do advocacy with administration and other relevant stakeholders • ability to articulate issues and put them forth to various stakeholders • ability to connect ground-level issues with the macro situation • sound writing and reporting skills • sound understanding of community engagement and community processes • strong perspective on gender and social exclusion issues • ability to handle multiple tasks and conflicting situations • positive outlook and interest to take up challenges • Focused work experience on gender/ women's rights and social inclusion/ diversity in relevant sectors would be desirable
Relocation	<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 the EFRAH Society.</p>
Travel	<p>Willingness to travel and undertake sustained fieldwork as per the requirement of the particular position</p>
Date Issued	<p>18-08-2022</p>
Last date for application	<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.</p>
Approved By	<p>Secretary, EFRAH</p>