

## Urban District Program Officer – Mumbai, Delhi and Bangalore

<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>	Urban Program Officer – Gender Justice
<b>Cell</b>	Community Engagement
<b>Location</b>	Mumbai, Bangalore, Delhi
<b>Level / Pay Band</b>	INR 35000.00
<b>Contract</b>	Term of Three Years (Renewable on Mutual Agreement)
<b>Reports To</b>	Workflow Lead
<b>Scope of Position</b>	The <b>Urban District Programme Officer</b> will be responsible for the implementation of the programs in coordination with the workflow lead in the respective cell. She/ He will be responsible smooth execution of workflows/projects at the district level.
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Planning of the activities to be implemented in the community and executing the community engagement work</li> <li>• Mobilizing the community influencers and stakeholders for different meetings at the district level for awareness generation and effective implementation of the program</li> <li>• Preparation of reports and documentation as per requirement</li> <li>• Ensure all program-related field activities follow the program timeline and assist cluster coordinator to prepare periodical weekly and monthly reports.</li> <li>• work closely with district-level CSOs, networks, and alliances to take forward the EFRAH’s domains of work</li> <li>• liaison with a range of stakeholders (private sector; CSOs; human rights groups; local leaders) at the district level</li> <li>• taking lead in district liaison and advocacy with the administration on community-led demands</li> <li>• Capacity building of community mobilizers</li> <li>• Oversee and provide the necessary support to the community mobilizers in the district for effective delivery of the program</li> <li>• review and monitoring of the community and district level work and report its progress</li> <li>• Compilation and maintaining district-level data from the field</li> <li>• Project implementation, coordination and take necessary guidance and field assessments</li> <li>• Based on the field requirement your role and responsibility may be changed</li> </ul>

<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>• understanding urban development issues, gender justice, and climate change issues will be plus</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.
<b>Travel</b>	Willingness to travel and undertake sustained fieldwork as per 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