

JOB CODE: CUTS27SPO

VACANCY: Senior Programme Officer

Job profile

We are currently seeking an energetic candidate with strong programme management, financial management and communication skills to help design, organize, and execute social development/impact programmes having strong elements of evidence based research, outreach, advocacy, capacity building and events of national and international scale. Experience of working in a high pressure multicultural environment with varied stakeholders including the government and non-governmental agencies is an integral part of our requirement.

Responsibilities

The Senior Programme Officer will perform a wide range of duties including some or all of the following:

A. Programme Planning and Implementation

- Plan and implement programmes, project therein, and their activities in accordance with the mission and the goals of the project, programme and organization; including development and implementation of long-term goals and objectives to achieve the successful outcome of the programme
- Develop an annual budget and operating plan to support the programme, in addition to designing of budgets for projects of varied durations such as less than a year or multiple years
- Planning and management of standalone national and international events, and related activities, including budgeting, logistical arrangements, coordination with multiple stakeholders, for successful conduct of the event
- Develop a programme evaluation framework to assess the strengths of the programme and to identify areas for improvement
- Ensure that programme activities operate within the policies and procedures of the organization
- Ensure that programme activities comply with all relevant legislation and professional standards
- Develop forms and records to document programme activities
- Mentor members of programme team in programme planning and implementation

B. Programme Monitoring

- Write reports on the programme for management and for funders
- Communicate with funders as outlined in funding agreements
- Ensure that the programme operate within the approved budget, and periodically communicate the project team about available headroom
- Proactively Monitor all budgeted programme expenditures
- Monitor cash flow projections and report actual cash flow and variance to the Project Managers on a regular basis (monthly/bimonthly)
- Manage all project funds according to established accounting policies and procedures, and coordinate with the finance department
- Ensure that all financial records for the programme are up to date
- Ensure financial reports and supporting documentation for funders are prepared as outlined in funding agreements
- Provide required information to have invoices generated and submitted to funders according to the established timelines, and conduct regular follow up with the funders to ensure timely receipt of payments
- Monitor the programme activities on a regular basis and assist in its annual evaluation according to the programme evaluation framework

- Mentor members of programme team in programme monitoring

Qualifications and Experience

- University degree/ postgraduate or Masters in Business Administration or Social Work from an institute of good repute.
- Education or prior experience in budgeting/ financial management will be preferred.
- Proficiency in the use of computers for Word processing, Excel, Spreadsheets, accounting, Databases etc.
- Willingness to travel nationally and internationally
- 5 to 7 years' experience in a programme management role in the non-profit sector.
- Experience in competition, investment and an economic regulation is desirable. Women candidates are encouraged to apply.

Skills

- Ability to establish and maintain positive working relationships with project partners and colleagues to achieve the goals of the programme and organization.
- Excellent communication skills both verbal and written;
- Should be creative and innovative and ability to develop new and unique ways to improve operations of the organization and to create new opportunities;
- Ability to focus on partners need and to generate goodwill with them;
- Good team player
- Ability to make timely decisions and set priorities, monitor progress towards goals, and track details, data, information and activities.
- Ability to assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.
- Ability to manage parallel tasks and deliver on time to meet internal and external deadlines.
- Ability to take on-the-spot decisions, crisis management, and deliver in pressure situations.

Compensation

CUTS recognizes that the right candidate will have a significant impact on the success of the organization and is prepared to offer an attractive compensation package for the non-profit sector, commensurate with experience.

Location

The position will be based in CUTS headquarters in Jaipur. Occasional travel around India with potential for international travel to partners and conferences will be expected.

To Apply

Qualified candidates should send their resumes to recruit@cuts.org, along with a cover letter highlighting your suitability for the position. Please mention job code in subject line of application. **Any application received without the appropriate job code will not be considered.** Given the large volumes of applications we receive, we are unable to respond to all applicants and our responses are limited to those who are shortlisted.

Consumer Unity & Trust Society (CUTS) International

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Last date to receive applications: August 30, 2017