

**JOB CODE: CUTS31PA**

**VACANCY: Programme Associate**

**Job profile**

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

**Responsibilities**

The 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

Planning and management of standalone community , district 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 organisation
- Ensure that programme activities comply with all relevant legislation and professional standards
- Develop report 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
- 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 at grassroots level and assist in its monthly assessment according to the programme framework

- Mentor members of programme team in programme monitoring

### **Qualifications and Experience**

- University degree/ postgraduate in Social Work/Social Science/Human Science or relevant from an institute of good repute.
- Proficiency in the use of computers for Word processing, Excel, Spreadsheets, Databases etc.
- Willingness to travel villages.
- 3 to 7 years' experience in a programme management role in the non-profit sector.
- Experience in Disability, livelihood promotion, advocacy, networking 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 Centre for Human Development in Chittorgarh, Rajasthan. Frequent travel around villages with potential for national travel will be expected.

### **To Apply**

Qualified candidates should send their resumes to [recruit@cuts.org](mailto: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**

HEAD OFFICE:

D-217, Bhaskar Marg, Bani Park Jaipur 302 016, India. Phone : 91.141.228 2821 Email : [recruit@cuts.org](mailto:recruit@cuts.org) Web : [www.cuts-international.org](http://www.cuts-international.org)

**Last date to receive applications: January 22, 2018**