



Vacancy for Program Officer

Job Title: Program Officer

Line Manager: Program Manager/Communication Dept. & Program Development

Department/Office: Program Implementation & Program Development

Location: Varanasi, Uttar Pradesh

Salary: C.T.C. INR 4.80 annually

Apply on: Email: progie@janvikassamiti.org **Last date of application: 15th November 2019**

Organization Background: The Jan Vikas Samiti (JVS) was established in 1996 and registered under Societies Registration Act 1860. Since its inception JVS has been working for the integral development of the marginalized and underprivileged sections of the society, particularly of women, children, scheduled caste, scheduled tribe and persons with disabilities. Currently, JVS is directly implementing programs on Women Empowerment, Community Health, WASH, Livelihood promotion for Women, Skill Training for Youth etc, besides partnering with 67 partner organizations for the project on inclusive development of children and youngsters with disabilities in North and North East India.

Over the years, JVS has been engaged in creating an inclusive environment and social and economic development of the disadvantaged people by enabling them to have access to education, employment and equal rights. We promote people's bargaining power and active participation and decision making in social, political and economic life of the society. We believe that quality education and skill development is the key to overcoming poverty in a single generation at the same time is also fundamental in creating a future for human security, community development and progress of the nation. Access to livelihood and employment is essential not only to end the cycle of poverty, but also to create a barrier free society. In fulfillment of this, JVS promotes and conducts skills development trainings to help youngsters, especially with a disability to get equipped for available jobs in the market, which gives them dignity and respect in the society.

Responsibilities:

The program officer for the particular project in JVS, on a contract basis, has the following job responsibilities.

1. Planning and implementing the agreed action plans, under particular projects, to the agreed standards and deadlines.
2. Ensuring the effective preparation and delivery of all project events and meetings and production of all necessary documentation to JVS as well as to funding agency as per the requirement.
3. Taking responsibility for the effective flow of information between team members, participants in project activities, and the administrative team of JVS.
4. Ongoing evaluation of project activities and reporting on project progress to the director.



5. Build and strengthen effective working relationships with government departments, Networking institutions, stake holders etc.



6. Train and build capacities of local partners, teachers, Project staff and other stakeholders on issues related for the better implementation of the programme.
7. Field visits as per the need.
8. File all project documents (hard and soft copies)
9. Develop and deliver progress reports, proposals, and requirements to the Executive Director.
10. Identify and resolve issues and conflicts within the project team.
11. Assists the Manager programs to monitors and evaluates the programs and partner organizations from time to time.

Candidate Eligibility:

- Master degree in Social sciences or bachelor's degree in Social work and 5 years' experience..
- Proven project management skills with experience managing projects.
- Strong interpersonal skills and mentoring skills to work effectively staff and the targeted group.
- A track record that demonstrates energy and creativity, and the ability to successfully prioritize and manage competing priorities.
- Demonstrated success in project planning, financial management, program monitoring, report writing, and identifying and procuring technical assistance.
- Excellent verbal and written communication skills, including public speaking and presentation skills.
- Experience in data processing (Microsoft Word), spreadsheet (Microsoft Excel), E-mail, and Internet browser software.
- English skills (spoken and written) and fluency in Hindi required.