

Position: Program Associate – Chhattisgarh
Project Name: Khushaal Bachpan

Position Overview:

This position will report directly to the Lead Khushaal Bachpan or whosoever being delegated by the Lead. Position will ensure smooth operations at the field level in the state of Chhattisgarh and will be directly supervising the District Program Associates to accomplish the project goals. Program Associate will be instrumental in liasoning and coordinating with other stakeholders within the state especially the education department, block level stakeholders, ICDS, labour department, legal fraternity, Child Welfare Committees, and the school principals. This position involves frequent travelling to the field operational locations (as of now five districts in Chhattisgarh and subject to expand), as well as regular interaction with the front-line development workers and community members.

People with initiative-taking approach, learning attitude, with an interest to work for the vulnerable communities with high end efficiencies are encouraged to apply. This is a field-based position hence candidates who are comfortable to travel to extreme locations are invited to apply. A long-term commitment at-least for a period of 5 years is expected from the candidate.

Candidates who had applied earlier and where not selected or were associated with the project previously are discouraged to apply for this position.

Travelling Required: Minimum 15 days each month.

Direct engagement with children: Tertiary level (5%)

Roles and Responsibilities:

A	<p>Management, Planning and Coordination: 65%</p> <ul style="list-style-type: none">• Develop good understanding of all Caritas India programs, their inter-linkages in view of the convergence and alignment with Khushaal Bachpan Project.• Demonstrates a strong background in project management, encompassing planning, monitoring, and evaluating programs at all levels across different districts in the state of Chhattisgarh.• Efforts to be placed to create a tracker of the districts of intervention allocated and update it regularly, including procurement, expenses, team performance, project performance in alignment to theory of change and many more.• Coordinating and following up with other department on various aspects related to budgets, reports, procurements.• Possesses strong management expertise, including annual planning, budgeting, budget outlook, budget forecast and the ability to analyse and track budgets for Khushaal Bachpan (for each of the districts) across the districts/intervention locations. Compiling and interpreting financial data, with the ability to identify instances of both under-spending and overspending.• Keeping analytical skills for analysing the data trends, identifying potential risks and deviations in implementation of program design. Will place every effort to strengthen the existing systems for improving efficiency and effectiveness. This includes proper data management for all the districts and analysis.• Innovate and create systems with Lead that are easily adaptable at the field level, to increase operational efficiency of the organization.• Collaborate with other CI project field officers across the state and outside for coordination and partnership.
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B	<p>Operation System Design: 20%</p> <ul style="list-style-type: none"> • Help create systems to monitor operations in the allocated this may include, but not limited to, creation of calendars, trackers, toolkits, frameworks etc., with the help of concerned department/Lead. • Responsible for improving operational efficiency on the field, by providing timely inputs, and improvement support at the state level through the help of state managers. • Provide assistance and inputs to MEAL department on need basis regarding improvement of process and program outcome monitoring. • Coordinate with MEAL dept. in the analysis of education, livelihood, and social security data trends, identifying potential risks and deviations in implementation of program design. • Keep track of progress towards agreed outcomes.
C	<p>Reporting and documentation: 5%</p> <ul style="list-style-type: none"> • Timely submission of high-quality monthly reports, quarterly, half yearly and annual reports. • Timely submission of Khushaal Bachpan MIS Sheets on monthly, quarterly, half yearly and annual basis. Ensuring data quality and data interpretation. • Develop ground level case studies for each of the components under Khushaal Bachpan project.
D	<p>Team Management: 5%</p> <ul style="list-style-type: none"> • Creating a competitive and healthy environment among team members for upgrading their knowledge, building perspective and efficiencies of the team. • Providing mentoring support to the team members including District Program Associates and Community Educators. • Developing capacity building activities for team members and academic mentors. • Developing performance measurement framework for each of the team members including academic mentors. • Building capacity of mentors on National Education Policy (NEP), Foundation Literacy and Numeracy (FLN). • Addressing the bottle necks of the team members and leading to conflict resolutions any among the team members. • Working closely with the Program Finance Associate and guide him/her on timely booking of expenses and fund utilization. • Quality check of bills, vouchers, and engagement with stakeholders.
E	<p>Networking and stakeholder management:5%</p> <ul style="list-style-type: none"> • Exploring the scope of partnership with state level mission directors like Agriculture, ICDS, MWCD, Education. • Active engagement with SRLM and exploring the micro level partnership with community members/groups across the implementation catchment area. • Developing proposals for partnership with CSR in the region. • Partnership with like minded social agencies in the region for scaling, resource effectiveness and better outcomes.

Skills Required	Understanding on (a) Rural livelihoods (b) Education in schools (c) Foundation Literacy and Numeracy (d) Reporting Skills (MS Word – Google Sheets) (e) Case study drafting (f) Good with numbers (g) Designing tool kit for studies (h) Spreadsheet (Excel) (i) Early Child Care and Education (j) Power Point Presentation
Attitude Required	Positive attitude to learn and grow - Solution oriented - Task oriented Task manager – Believe in working together with team and capacity building of self and team members – good liasoning & networking skills
Mandatory	Two-wheeler with valid license
