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**Project Officer- Capacity Building, Women Entrepreneurship Program**

**at Friends of Women’s World Banking, India**

**About the Position:** S/he will lead project on entrepreneurship development and provide necessary programmatic and technical support towards the achievement of project objectives. S/he will have overall responsibility for designing and implementing the strategy for enterprises and will have to closely work with the project teams, as well as provide them technical guidance and support to achieve the overall project objectives. S/He will lead the entrepreneur support components of the projects, by playing an active role in design and implementation of the training programmes, business development support, establish market and financial linkagesfor village-level entrepreneurs, and in many ways pertaining to End-to-End Enterprise Development.

**Education Qualification:** PG in Business Management, Social Science field or any other relevant subject.

**Experience:** At least 5 years of experience in leading projects on micro enterprises, collectives and other livelihoods initiatives particularly focusing on non-Farm sector.

**Location:**Devbhumi Dwarka, Gujarat.

The Project Officer will lead and drivethe implementation of FWWB’s Capacity Building strategy in defined focus areas/ programs.

**Roles and responsibilities** (which are indicative but not exhaustive) of the incumbent are indicated below. The roles and responsibilities may change depending on the priority areas of the organisation.

* Undertake strategizing and planning for the dedicated capacity building project.
* Provide guidance, training and required support to the field team on project implementation
* Undertake Need Assessment and Scoping Study on entrepreneurship, identify their current activities, gaps in their operations and opportunities for scaling up
* Evaluate the overall capacity building requirements of the beneficiaries.
* Customise training programs, refine/ modify existing training contents basis requirement.Develop capacity building modules, tools for ensuring quality capacity building for demonstration & replication.
* Deliver trainings and workshops and need based hand holding support to build capacities of field team and beneficiaries.
* Conduct regular monitoring/ review meetings for the projectand ensure effective implementation.
* Facilitate use of tools i.e. social research, monitoring, evaluation and framework to assess the quality of Capacity building & identify appropriate follow-up actions.
* Develop and maintain process documents, training feedbacks, evaluation methods and similar training related documents and tools of assessment.
* Prepare and ensure the timely submission of Monthly Progress Reports to the Program Manager/ Head and as and when instructed.
* Undertaken all required written and verbal communication with the project funder and ensure all reporting requirements efficiently.
* Take up all required communication and co-ordinationwith project’s stakeholders as and when required.

**Salary Range:** To be finalized on the basis of the experience of the candidate

Interested candidates are requested to apply before 30th April 2022 and share their resume’s at : fwwb@fwwbindia.org