

Program officer-Capacity Building, Women Entrepreneurship Program at Friends of Women’s World Banking, India

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

**Experience:** At least 1-3 years of experience in undertaking projects on micro enterprises, collectives and other livelihoods initiatives

**No.of Vacancies:** 2

**Location:**Ahmedabad (Gujarat) and Nagaland (one in each state)

**AboutthePosition:**The Program Officer would be part of women entrepreneurship support program undertaken byFWWB, the main roles and responsibilities of the incumbent arementioned below (which are indicative but not exhaustive) which may change depending on the priority areas of the organisation.

* Manage and implement programs on livelihoods, entrepreneurship, financialliteracy etc. of women from low income households
* Assisting field team in conducting the training of beneficiaries, building their capacitiesand managing their performance
* Build and maintain partnerships with local state agencies for the implementation of the programme, and marketing.
* Support in forming linkages with the local market, banks, government schemes, procurement of raw material, etc
* Achieve quality not only in the final output but also in the overall processes of enterprise promotion
* Mobilization of women participants into programme
* Undertake Need Assessment and Scoping Study on entrepreneurship, identify their current activities, gaps in their operations and opportunities for scaling up
* Customize 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 project and 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 feedback, 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.
* Undertake all required written and verbal communication with the project funder and ensure all reporting requirements efficiently.
* Take-up all required communication and co-ordination with project’s stakeholders as and when required.
* Any other work as guided by the organization.

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

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