

Job Title	: Program Associate
Location	: Dimapur/Kohima Nagaland
	PG degree in Business Management (MBA), Social Work (MSW), Rural Development, Economics, or a related Social Science field. Any specialized certification in Entrepreneurship Development or Gender Studies will be considered an added advantage.
Qualification & Experience	: 3-4 years of experience in project management, with a focus on enterprise development, financial inclusion, sustainable business practices, or relevant fields.
Skills & Competencies	: English and Nagamese Locally based candidates would be preferred.
Remuneration	: As per market standards
Application Deadline	: 15 th January 2026
Apply at	: careers@fwwbindia.org

About the Position

The Program Associate will be responsible for leading and driving the implementation of FWWB's Capacity Building program within Nagaland. This role is pivotal in strengthening women-led enterprises and collectives through strategic planning, training, and stakeholder engagement. The incumbent will act as a bridge between ground-level implementation and organizational strategy, ensuring that livelihood initiatives are scalable, sustainable, and impactful.

Key Responsibilities

- Undertake need assessments, scoping studies, and contextual analyses to identify community needs, enterprise gaps, and livelihood opportunities, and use these insights to inform project design, planning, and interventions.
- Lead project planning across multiple initiatives, including preparation of work plans, timelines, and budgets in coordination with the Head Office.
- Manage and oversee implementation of multiple projects across Nagaland and nearby states, ensuring effective coordination, quality execution, and timely delivery.
- Provide technical and managerial guidance to field teams, including mentoring, capacity building, problem solving, and quality assurance during implementation.
- Engage closely with women entrepreneurs, community groups, and village-level institutions to understand needs and co-create context-specific solutions.
- Build and strengthen partnerships with government departments, Village Councils, community institutions, financial institutions, and other like-minded organisations to enable convergence, local ownership, and sustainability.

- Ensure projects are implemented as per approved plans, budgets, and timelines, and initiate corrective actions where required.
- Oversee monitoring, evaluation, and learning (MEL), including baseline and periodic assessments, data quality assurance, documentation of learnings, and use of insights for course correction.
- Manage project budgets and expenditure tracking in coordination with finance teams, ensuring efficient utilization and compliance with donor requirements.
- Lead funder and internal reporting, including monthly and periodic narrative and financial reports, in coordination with the Head Office.
- Represent the organization in reviews, coordination meetings, and donor interactions at district and state levels.
- Undertake extensive field travel within Nagaland and to nearby states for supervision, stakeholder engagement, and implementation support.
- Ensure adherence to organizational policies, donor guidelines, and reporting standards across all assigned projects.