

Job Title	:	Programme Officer
Location	:	Ahmedabad, Gujarat
Experience Required	:	4–5 years in micro-enterprises, collectives, livelihoods, financial inclusion, and entrepreneurship initiatives
Educational Qualification	:	Postgraduate degree in Social Sciences or a relevant discipline
Remuneration	:	As per market standards
Apply at	:	careers@fwwbindia.org

About the Position

The Program Officer will manage and implement initiatives focused on women's livelihoods and entrepreneurship support. This dynamic role requires expertise in program execution, stakeholder engagement, and training delivery. The officer will work collaboratively to ensure that programs are efficiently executed, monitored, and continually improved.

Key Responsibilities

1. Program Implementation & Management

- **Coordination & Execution:** Oversee and execute initiatives in livelihoods, entrepreneurship, and financial literacy targeting women from low-income households.
- **Team Coordination:** Coordinate activities across multiple locations and teams to ensure seamless program delivery.
- **Monitoring & Evaluation:** Conduct regular program monitoring, review meetings, and assessments to evaluate effectiveness.
- **Reporting:** Prepare and submit timely monthly progress reports to the Program Manager.

2. Capacity Building & Training

- **Training Delivery:** Facilitate training sessions to enhance beneficiaries' skills and track their performance.
- **Curriculum Development:** Develop, customize, and refine training programs and capacity-building modules based on identified needs.
- **Workshop Facilitation:** Deliver workshops and provide ongoing handholding support to strengthen team capabilities.
- **Impact Assessment:** Establish evaluation methods and tools to assess the impact of training initiatives.

3. Market Linkages & Stakeholder Engagement

- **Partnership Development:** Establish and nurture partnerships with local agencies,

financial institutions, and marketing channels to ensure program sustainability.

- **Stakeholder Linkages:** Facilitate connections with local markets, banks, government schemes, and other relevant stakeholders.

4. Research, Monitoring & Evaluation

- **Needs Assessment:** Conduct assessments and scoping studies to identify gaps and opportunities in entrepreneurial activities.
- **M&E Frameworks:** Implement robust monitoring and evaluation frameworks to assess the impact of training and enterprise promotion activities.
- **Documentation:** Maintain comprehensive records, including training feedback and assessment tools, for continuous learning and improvement.

5. Communication & Reporting

- **Stakeholder Communication:** Manage all written and verbal communications with project funders to ensure timely, accurate reporting.
- **External Liaison:** Liaise with government agencies, NGOs, and community representatives to maintain strong stakeholder relationships.
- **Representation:** Represent FWWB at meetings, workshops, and forums to highlight program progress and achievements.

6. Partnership & Convergence

- **Strategic Partnerships:** Lead the development and strengthening of strategic partnerships with diverse stakeholders to enhance program reach and impact.
- **Cross-Sector Coordination:** Coordinate with multi-sectoral teams and external partners to align program objectives and leverage resources.
- **Resource Optimization:** Facilitate convergence across initiatives to create synergies and promote integrated solutions.

7. Team Management

- **Staff Supervision:** Supervise, mentor, and support program staff and field teams to ensure high performance and professional growth.
- **Team Collaboration:** Foster a collaborative and inclusive team environment that encourages accountability, continuous learning, and innovation.
- **Internal Coordination:** Ensure effective communication and alignment of team efforts with organizational goals.

8. Budget Management & Financial Oversight

- **Budget Planning:** Develop and manage program budgets in collaboration with the finance team, ensuring optimal allocation of resources.
- **Expenditure Monitoring:** Track program expenditures and prepare regular financial

reports to ensure compliance with donor guidelines and organizational policies.

- **Financial Forecasting:** Work closely with management to forecast budget needs and adjust spending in line with program objectives.

9. Additional Responsibilities

- **Quality Assurance:** Ensure high-quality processes and final outputs in enterprise promotion.
- **Need Based Support:** Support additional tasks and projects as assigned by management.

Skills Required

- Strong knowledge of micro-enterprises, women's livelihoods, and entrepreneurship initiatives.
- Demonstrated experience in conducting training and capacity-building programs.
- Understanding financial literacy concepts and enterprise promotion strategies.
- Proficiency in program monitoring, evaluation, and impact assessment tools.
- Ability to develop and customize training modules to meet diverse needs.
- Proven experience in stakeholder management and partnership building.
- Excellent documentation, reporting, and presentation skills.

Soft Skills Required

- Exceptional communication and interpersonal skills.
- Strong problem-solving and analytical capabilities.
- Ability to work both independently and collaboratively within a team.
- Adaptability and a willingness to travel for fieldwork.
- A proactive mindset with a deep commitment to social impact.