Job Title	:	**Programme Officer**
Location	:	Head Office, Ahmedabad, Gujarat
Experience Required	:	3–5 years of hands-on experience in end-to-end implementation of large-scale, multi-state development projects
	:	Strong preference will be given to candidates who have directly implemented and coordinated large-scale projects in Tamil Nadu, Karnataka, Maharashtra, and Telangana.
Educational Qualification	:	Postgraduate degree in Social Work, Rural Management, Development Studies, Business Administration, Social Sciences, or a relevant discipline
Skills Required	:	Strong working knowledge of MS Office, especially Excel and PowerPoint; familiarity with MIS and project management tools is preferred
Language	:	Strong written and spoken English and Hindi; knowledge of regional languages is an added advantage
Remuneration	:	As per market standards
Application Deadline	:	October 30, 2026
Expected Date of Joining	:	Immediate
Apply at	:	https://forms.gle/CxU1QYBMz5SD5hAr8 careers@fwwbindia.org

About the Position

The Program Officer will support the planning, implementation, monitoring, and reporting of FWWB's programmes managed by the Head Office. This role requires strong experience in coordinating projects across multiple states and managing the complete project cycle, from inception and work planning to field implementation, stakeholder coordination, monitoring, documentation, donor reporting, and closure.

The position will work closely with field teams, partner organizations, consultants, government stakeholders, finance, monitoring and evaluation teams, and senior management to ensure timely and quality implementation of project deliverables. The role will particularly support and coordinate multi-state implementation, with strong preference for candidates who bring direct large-scale project implementation experience across Tamil Nadu, Karnataka, Maharashtra, and Telangana, including coordination of geographically dispersed field teams and partners.

Key Responsibilities

1. **Project Planning and End-to-End Implementation**

- Coordinate the complete project cycle from project initiation, detailed work planning, and activity scheduling to implementation, monitoring, reporting, and closure.
- Translate approved proposals, log frames, budgets, and donor commitments into state-wise and month-wise implementation plans.
- Ensure project activities are implemented on time, within approved budgets, and in line with agreed outputs, outcomes, and quality standards.

- Identify implementation bottlenecks and coordinate timely corrective actions with field teams and internal stakeholders.

2. Multi-State Coordination

- Coordinate implementation across multiple states and maintain regular engagement with project teams, partner organizations, consultants, and field resources.
- Ensure consistency in implementation processes, reporting formats, documentation, and quality standards across states while adapting to local contexts where required.
- Consolidate state-wise progress, challenges, achievements, and action points for programme reviews and management decision-making.
- Undertake periodic field visits to review implementation quality, validate progress, support teams, and resolve operational issues.

3. Monitoring, Data and Reporting

- Track project progress against approved targets, timelines, budgets, and key performance indicators.
- Coordinate with the MEL team to ensure timely collection, validation, and analysis of programme data and supporting evidence.
- Prepare and consolidate monthly, quarterly, half-yearly, and annual progress reports, presentations, dashboards, and donor updates.
- Maintain complete and audit-ready project documentation, including activity records, beneficiary data, photographs, case studies, MoMs, field reports, and supporting documents.

4. Stakeholder and Partner Management

- Coordinate with donor representatives, implementation partners, government departments, local institutions, technical agencies, and other programme stakeholders.
- Organize and support project review meetings, partner meetings, trainings, workshops, exposure visits, and other programme events.
- Follow up on agreed action points and ensure timely closure of commitments made during internal and external reviews.
- Support convergence with government schemes, financial institutions, market actors, and other relevant stakeholders were aligned with project objectives.

5. Budget and Operational Coordination

- Work closely with Finance and project teams to track budget utilization, planned versus actual expenditure, fund requirements, and activity-wise costs.
- Ensure programme activities and field plans are aligned with approved budgets and donor guidelines.
- Coordinate procurement, consultants, vendors, travel, and other operational requirements necessary for project implementation.

- Flag budget variances, implementation risks, and resource gaps in a timely manner and support corrective planning.

6. Team Support and Quality Assurance

- Provide planning, implementation, and documentation support to field teams and ensure clarity on targets, timelines, and expected deliverables.
- Review field submissions, reports, presentations, plans, and programme documents for completeness, quality, and alignment with project commitments.
- Support orientation and capacity building of project teams on implementation processes, reporting requirements, tools, and donor expectations.
- Document implementation learnings, good practices, challenges, and scalable approaches emerging from different states.

Required Competencies

- Demonstrated experience in end-to-end implementation of development or livelihood programmes across multiple states.
- Strong project management skills, including planning, coordination, monitoring, follow-up, and risk management.
- Experience in managing large-scale programmes with multiple field locations, partners, and stakeholders.
- Strong analytical, documentation, presentation, and report-writing skills.
- Ability to work with project data, budgets, implementation trackers, and management dashboards.
- Good stakeholder management and communication skills, with the ability to coordinate across functions and geographies.
- Ability to manage multiple priorities and deadlines with strong attention to detail and follow-through.
- Willingness to travel frequently to project locations across states.

Preferred Experience

- Direct implementation experience of large-scale projects in Tamil Nadu, Karnataka, Maharashtra, and Telangana will be strongly preferred. Candidates who have managed implementation across all four states, including coordination with field teams, local partners, government stakeholders, and programme reporting, will have an advantage.
- Experience in women's entrepreneurship, livelihoods, financial inclusion, rural development, enterprise development, SHGs, collectives, or related programmes will be an advantage.
- Experience working with CSR-funded or donor-funded programmes and coordinating with institutional partners will be preferred.
- Exposure to programme monitoring, audits, donor reviews, and evidence-based reporting will be an added advantage.

Salary Range

To be finalized based on the candidate's experience and suitability.

Female candidates are encouraged to apply