

## JOB DESCRIPTION

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### Program Associate

Date: May 28, 2022

#### Position Details

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Location:	Sabarkantha, Gujarat
Remuneration:	Rs. 30,000 to 35,000 based on experience
Type of Employment:	Full-time

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#### About the Organisation

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Unnati - Organisation for Development Education is a voluntary non-profit organisation working in several thematic areas of social impact. It is an issue-based, strategic educational support organisation working in Western India with people's collectives, NGOs, and elected representatives in local governance and the government. Collaborative research, public education, advocacy, direct field level mobilisation and implementation with multiple stakeholders are the key instruments of our work. The interventions span from the grassroots level to the policy level environment to ensure basic rights of citizens. You can read more about the partners we work with and the projects we work on at <https://unnati.org>.

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#### Summary of the Role

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The organisation is currently looking for a young and experienced professional interested in a multifaceted associate role in one of our Programs. They will have the opportunity to hone existing skills and develop new skills.

The candidate will be working for a program based on Ensuring the rights and entitlements of public programs with a government and social accountability framework. It is a field-based position and you will be placed in Poshina, Sabarkantha district.

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#### Roles and Responsibilities

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The Candidate will be responsible for various tasks, both for programs and for organisational Development. These tasks include:

- Working with the team on community mobilization and organizing.
- Conducting information campaign, community monitoring of public program implementation, facilitating application preparation of community members and interface with government officials for early sanction of benefits.
- Conduct training programs for Citizen Leaders and Gram Panchayat representatives.
- Maintain MIS both in manual and electronic formats.
- Actively work with the team in planning and reviewing the project activities as per the outcome matrix.
- Documentation (print, photo and video) of project processes and success stories; record and develop innovative interactive learning methods.
- Support in timely reporting to the donor and other organizations.
- Coordinate appropriate welfare and protection safeguards for the communities as and when necessary, as the pandemic is ongoing.

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### **Desired Qualifications and Skills**

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Candidates interested in the position should meet the following criteria:

- Minimum Graduate degree in any field and sufficient years of work experience in an area directly related to the duties and responsibilities enumerated above
- Prior experience in public/social sector, evaluation, Livelihoods, or research.
- Proficient in Gujarati and English Language with excellent verbal and written communication
- Demonstrable ability to work both independently and collaboratively
- Experience with training and capacity building is desirable
- Act as an intermediary between the head office, the field teams and the community.
- Ability to travel frequently within the state.

The interested candidates may apply their resumes/CVs at [psu\\_unnati@unnati.org](mailto:psu_unnati@unnati.org).

UNNATI is an equal opportunity employer. Our commitment to diversity includes the recognition that our mission is best advanced by the leadership and contributions of people of diverse backgrounds, beliefs and cultures. We encourage women candidates to apply for the position. Recruitment is on a rolling basis and may close once a suitable candidate has been identified. Please indicate "**Application: Program Associate**" in the subject of the email.