To Everyone in ActionAid India

This is for your information and dissemination, as you may deem appropriate.

We are in the process of recruiting a suitable candidate for the position of Programme Officer for our Hyderabad Regional Office.

Key Roles and Responsibilities:

- Identifying new potential partners, conducting pre-appraisal reviews, preparing appraisal documents, supporting their work and monitoring progress.

- Promoting partner organizations’ awareness of gender and of social inequalities and facilitating actions and instruments to address them within the country program.

- Identifying training needs and supporting capacity-building of partner organizations.

- Establishing linkages with other civil society organisations, partner organisations, and community alliance for the protection of human rights and providing strategic support to them.
Being responsible for project management, budgeting, capacity building, documentation, coordination with the sponsorship unit, networking and advocacy and conducting programme review and evaluations.

Developing partnerships with civil society groups, activists, academics and research institutions to create knowledge forums on critical issues of social action.

The ideal candidate should –

- be a Post Graduate in Social Sciences/Social Work/Rural Development/ Management;
- have at least 3 years experience of managing development projects, out of which minimum 1 year should have been with a grassroots development organization.
- have basic knowledge of macro/micro development issues relating to India;
- have experience of working with vulnerable groups of the society.
- have good communication and project proposal writing skills.
- knowledge of local language is mandatory.
- be a good team player, gender sensitive, having conviction and skills for the empowerment of the poor and disadvantaged groups;
- have proficiency in all applications of MS Office, especially Word and Excel;
- be willing to travel extensively

Please send your application through e-mail at sincy.joseph@actionaid.org latest by 10th February 2012. Please mention in the subject line of your e-mail “Programme Officer Hyderabad”.

ActionAid is an equal opportunity and diversity sensitive employer. Women, persons with disability, SC/ST/ OBC/Muslim candidates are especially encouraged to apply.
Sincy Joseph
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