To Everyone in ActionAid India

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

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Programme Officer, Hyderabad Regional Office, ActionAid India</th>
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<tbody>
<tr>
<td>Job Location</td>
<td>Hyderabad</td>
</tr>
<tr>
<td>Nature of Employment</td>
<td>Fixed Term – 3 Years Contract [may be extended purely on the</td>
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<td></td>
<td>basis of performance and organizational requirements]</td>
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<tr>
<td>Nature of Job</td>
<td>Programme support and implementation</td>
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About ActionAid India

ActionAid India is part of a global federation active in more than 40 countries across the world and is committed to fighting poverty and injustice. Set up in India in 1972, we operate out of 12 Regional Offices spread across 24 States and 1 Union Territory.

Together with the people, we claim legal, constitutional and moral rights to food and livelihood, shelter, education, healthcare, dignity and a voice in decisions that affect their lives.

We are an agency that is:

- Working in partnership with formations of excluded people, mass movements, knowledge institutions and civil society organisations,
- Standing with people in their struggle towards a world free of poverty, exclusion, patriarchy and injustice,
- Rooted with communities and social formations, learning from people’s actions and building on alternatives,
- Promoting a critical yet constructive engagement with the state to advance and promote peoples’ action for claiming rights
- Engaged in varied roles, as a support and an implementing agency, which requires us to continuously learn and evolve.

Duties and Responsibilities

Key Responsibilities include:-

- 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.

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<th>Reporting to</th>
<th>Regional Manager – Hyderabad</th>
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<tr>
<td>Travel</td>
<td>Extensive Travel</td>
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**Skills and Competencies**

- 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 one year should have been with a grassroots development organization.
- must possess comprehensive understanding of the Andhra Pradesh region based on field experience.
- 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.

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<tr>
<th>Salary &amp; Benefits</th>
<th>CTC - INR Slakh per annum approximately - this includes PF contribution.</th>
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<tr>
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<td>Other benefits include Group Mediclaim Insurance with coverage of Staff &amp; dependents and Personal Accident Insurance</td>
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**To apply**

Please send your application, only on our ‘Standard Application Form’ available in the ‘Jobs’ section of our website: [http://www.actionaid.org/india](http://www.actionaid.org/india) through e-mail at recruitment.india@actionaid.org latest by 9 April 2013. Please
mention in the subject line of your e-mail “Programme Officer Hyderabad”.

Applications received without the filled in Standard ActionAid Application Form and after the due date will be summarily rejected. Only short listed applicants will be contacted.

| Last Date for Receiving Application | 9 April 2013 |

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

**Regards**

Pramod Vishwakarma

Human Resources, ActionAid India

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Web: [www.actionaidindia.org](http://www.actionaidindia.org); [www.actionaid.org/india](http://www.actionaid.org/india)

*End poverty. Together.*

ActionAid is an international anti-poverty agency working in over 40 countries, taking sides with poor people to end poverty and injustice together.

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