

Job Description

[WOMEN CANDIDATES ONLY IN MUMBAI]



Position: Senior Program Officer

Location: Mumbai, India

Relevant Sectors: Program Management; PME; Gender; Young Women

What you will do:

1] Program Implementation

- To interact with young women, inspire them to be Change-makers and Gender Advocates
- Build on-ongoing relationship with the alumni or girls who finished Akshara program
- Organize workshops in Gender, Skills and other Issues and ensure maximum participation
- Extend the program to more communities through partnerships and co-creation
- Draw up the yearly work-plan with month-wise activities and resources required
- Enhance the program with more new entrants
- Build contacts. Find partners and join networks to enhance program

2] Documentation

- Write short reports
- Stories of Change
- Maintain and supervise all data keying in Excel

3] Communications

- Counsel young women and build a rapport with them
- Field visits to the homes of program members
- Keep alive WhatsApp groups of all entrants in the program
- Find messages and videos of interest to young women
- Send new messages to groups

Skills and Qualifications:

- A graduate in Social Work or Social Sciences
- Computer skills, especially Excel and Internet savvy
- Commitment to fight for a social cause
- Ease of communication in Marathi and/or Hindi and English
- Good English written communication skills
- 5 year's experience of taking trainings and managing programs

Selection Process:

- Send Resume and samples of your work
- One interview on Zoom
- One to Two face to face interviews
- A written submission

Only candidates who are selected for interviews will be informed

Salary:

- According to Social Work college scales, experience and educational qualifications.
- Regular increments, medical and accident insurance, ex gratia and benefits after confirmation
- Casual, Sick and Privileged Leaves

Description of Organization:

Akshara is a women's organisation which for the past 30 years has focused on – women's empowerment and prevention of violence against women.

- We empower young under-privileged women with financial support, gender trainings and social actions;
- We transform young men and women to become Gender Advocates and
- Lobby for a Safe City by collaborating with the police, BMC and transport authorities.

Check out our website www.aksharacentre.org

FB: www.facebook.com/Akshara-Centre

Instagram: www.instagram.com/aksharacentreindia/

Website: www.standupagainstviolence.org

Send applications: nanditag@aksharacentre.org