



Position: **Programme Officer**

Department: **Programmes**

Position Based at: **Bangalore (Karnataka)**

Working hours: **9:30AM-5:30 PM (with 45 minutes lunch break) 5 days in week**

Leaves: **24 days (Pro rata basis) +15 festival holidays**

Travel requirement: **National (4-5 days in a quarter)**

**PRIMARY RESPONSIBILITIES:**

- Proposal Review, Review all assigned letters of inquiry and full proposals to ensure that required information has been provided. Where needed and appropriate, conduct additional research into the relevant field of interest required for the project.
- Implementation of the projects: The program officer will hold the responsibility of effective functioning of the projects, taking care of the budget requirements and program requirements. Having a good rapport will all the stake holders of the project with effective team work .He/She should ensure that the targets are being met and the projects are maintained with utmost quality.
- Monitoring and Evaluation: Develop reports to aggregate evaluation results and communicate to the organization about the impact in the community. Ensure that paper and computer files are complete, accurate and current. Maintain statistical information regarding the project activity Monitor implementation of each project by requesting and reviewing written evaluations and by conducting site visits to a representative number of projects
- Community Leadership: Develop and maintain contact with broad cross section of nonprofit organizations in the community, Support leadership initiatives developed/coordinated by Program team Keep abreast of emerging issues both locally and nationally, other duties as assigned by the Deputy head of the programs

**QUALIFICATIONS:** Bachelor's degree required in special education /psychology; Master's degree preferred, Three-to-five years of post-college experience, some portion in the nonprofit sector required (preferably disability sector ). Grant-making experience strongly preferred; desire to work in and with non profit sector is essential, Strong interpersonal and collaboration skills; proven ability to be flexible in a team-oriented approach with diverse groups of people ,Strong written and oral communication skills , Strong analytic and problem-solving skills ,Content expertise in deafness/disability , Knowledge of program evaluation and communicating impact Excellent planning, organizational, multi-task and time management skills Proven ability to efficiently and effectively

handle multiple tasks at the same time ,Computer literate; experience working with data bases strongly preferred

Email CV at [barumugham@vaani.in](mailto:barumugham@vaani.in) by 25<sup>th</sup> Aug 2017