

AROH Foundation, an ISO Certified organization of national repute working towards social upliftment in multiple sectors like education, livelihood, health and sanitation, etc., seeks dynamic and motivated professionals with relevant experience.

Position: **Project Officer**

Location: **F-52, Sector-8, Noida, Uttar Pradesh - 201 301**

Compensation: **As per the experience & market standards**

Joining: **Should be able to join within a 15 days' time upon selection**

**Key Responsibilities Areas (KRA's) of Project Officer**

**Project Planning and Implementation:**

- Develop project plans, including goals, objectives, activities, timelines, and budgets.
- Coordinate and oversee the implementation of project activities in accordance with the project plan.
- Monitor project progress, identify issues, and take corrective actions as necessary.

**Monitoring and Evaluation:**

- Design and implement monitoring and evaluation systems to track project performance and outcomes.
- Collect and analyze project data to assess progress and impact.
- Prepare regular reports on project monitoring and evaluation findings for internal and external stakeholders.

**Stakeholder Engagement:**

- Establish and maintain effective relationships with project partners, beneficiaries, and other relevant stakeholders.
- Coordinate and facilitate stakeholder meetings, workshops, and consultations.
- Ensure active participation and engagement of stakeholders throughout the project lifecycle.

**Financial Management:**

- Develop project budgets and monitor project expenditures to ensure compliance with funding requirements.
- Prepare financial reports and support financial audits as necessary.
- Work closely with the finance team to ensure accurate financial record-keeping and reporting.

**Reporting and Documentation:**

- Prepare timely and accurate project reports, including narrative and financial reports, as required by donors and management.
- Maintain project documentation, including project files, records, and databases.
- Ensure compliance with reporting guidelines and donor requirements.

**Capacity Building and Training:**

- Identify capacity-building needs of project staff and partners.
- Develop and deliver training programs to enhance the skills and knowledge of project staff and partners.
- Provide mentoring and support to project team members to strengthen their performance.

**Compliance and Risk Management:**

- Ensure compliance with relevant laws, regulations, and donor guidelines.
- Identify and mitigate project risks and develop risk management strategies.
- Conduct regular internal audits to assess compliance and identify areas for improvement.

**Networking and Collaboration:**

- Build networks and collaborate with other NGOs, government agencies, and relevant stakeholders to enhance project outcomes.
- Represent the organization at meetings, conferences, and events related to the project.
- Identify opportunities for collaboration and partnerships to maximize project impact.
- It is important to note that these KRAs are general in nature, and it is recommended to align them with the specific objectives and priorities of the NGO and the project being undertaken.

**Minimum Qualification, knowledge and experience:**

- BSW/MSW/MBA (Rural Development) with 3-5 years' experience in a similar position in a reputed organization.
- Excellent organizational and time management skills, with the ability to prioritize tasks and meet deadlines.
- Excellent skills in report writing, content writing
- Sound knowledge of rural livelihoods and practices, Education, Skill Development for income, Health & hygiene, Community development, infrastructure development, Formation of SHGs, etc.
- Good knowledge of computer applications and MIS management

**Essentials:** Smart Phone

How to Apply:

Interested candidates who meet the qualifications are invited to submit their resume along with a photo detailing their relevant experience go to the link <https://aroh.in/Home/career> to apply for the above mentioned position.

We thank all applicants for their interest in AROH Foundation, but only those selected for an interview will be contacted.