

**Job Title: Asst. Financial Counsellor - CFL Project**

**Organization: AROH Foundation**

**Compensation: Approx. 15k**

**Reporting: Reports to Financial Counsellor**

**Job Type: Full-time**

**Location: Rajasthan (14 Districts),  
Punjab (3 Districts),  
Haryana (12 Districts),  
Gujarat (16 Districts),**

**No of Vacancy: Rajasthan (60 Vacancies)  
Punjab & Haryana (44 Vacancies), Gujarat (41 Vacancies)**

**About the Project:**

The "Centre for Financial Literacy" (CFL) Project, implemented by AROH Foundation in collaboration with the Reserve Bank of India (RBI) and funded under the Financial Inclusion Fund (FIF) by NABARD and sponsored banks, aims to promote financial awareness and education among individuals and communities across India. The project empowers people with the knowledge and skills necessary for making informed financial decisions, managing finances effectively, and achieving greater economic stability.

**Job Description:**

- Project Coordination at assigned block; Strategic planning, training and mentoring, successful implementation of the project as per the action plan, efficient monitoring, and timely completion of program the Scaling up of Centres for Financial Literacy Project in the assigned blocks.
- Be the Nodal person for the CFL project for the assigned block.
- Ensure Compliance with the RBI circulated project SOP and Guidelines.
- Conduct regular and periodical trainings in selected villages and conduct Monthly/Quarterly/Annual planning and review meetings for effective coordination and implementation of the project.
- Ensure timely completion of Demand survey/Baseline and Endline survey
- Uploading of program data and its validation on RBI's Online CFL Project portal and MIS system implemented by the organization.
- Conducting Training programs, arranging logistics, coordination, supervision, Team Building to derive the best and the most from each of the team members
- Support and provide required strategic inputs, information, data, and reports to CFL In-Charge for effective and efficient Planning and implementation of the project.
- Liaison, Public relations, rapport building with the villagers, Pradhan's /Govt. organizations at block level.
- Provide inputs in Image building and improve visibility, publicity, and promotional literature.
- Any other work as may be assigned by CFL In-charge /District Coordinator from time to time

**Training**

- Planning of field level training programs relate Financial Literacy Program.
- Case study of the beneficiary and best practices in the Field would be captured;
- Equipped with writing & Reading skill of Hindi or local language.

**MIS & Report writing**

- Generation of weekly report for project progress of assigned block;
- Brief report about progress of project in different stages along with process documentation;
- Collection of process-based HD photographs & videos of every process etc and regularly share with reporting officer.

**Essential:** Bike and Smart Phone

**Qualifications:**

- 12th/Graduate/PG in any discipline (Preferably commerce/finance), Min. 1 yrs. Of experience as counsellor/trainer/Community Mobilization, in rural development sector (preferably banking/financial inclusion/SHGs)
- Freshers with proficiency in English and Hindi; knowledge of local languages is desirable.
- Strong understanding of financial concepts and literacy programs.
- Excellent leadership, communication, and interpersonal skills.
- Proven ability to manage multi-stakeholder partnerships and deliver results in a dynamic environment.
- Local candidates from the **Rajasthan, Punjab, Haryana & Gujarat State** will be given preference.
- Willingness to travel extensively within the assigned states.

**Application Process:**

External Candidates interested in applying for this position are invited to go to the link <https://aroh.in/Home/career> to apply for the above-mentioned position.

Internal Staff are also welcome to apply following the same application process.

The deadline for applications is February 15, 2024.

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