

Job Title: District Coordinator - CFL Project

Organization: AROH Foundation

Compensation: 30k – 40k

Reporting: Reports to State Head

Job Type: Full-time

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

**No of Vacancy: Rajasthan (3 Vacancies)
Punjab & Haryana (3 Vacancies), Gujarat (2 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:

- All related Districts level responsibilities in respect of Scale up CFL Project overall coordination, ensure successful planning and implementation and liaison with Sponsor banks, NABARD and Government departments for achieving project Goals.
- Project Coordination at districts; Strategic planning, assist in Human resource recruitment, training and mentoring, successful implementation of the project as per the action plan, efficient monitoring, and timely completion of all ongoing projects and programs especially the Scaling up of Centres for Financial Literacy Project in the assigned districts.
- Lead the project team of Financial Counsellors, Asst. Financial counsellors and community volunteers/Leaders.
- Be the Nodal Officer for the CFL project for the assigned districts [5 to 7 districts covering 8-10 CFLs].
- Build and maintain a cordial relationship and close coordination with all LDMs, Banks, NABARD and all the stakeholders for smooth functioning of CFLs and successfully timely completion of the project.
- Ensure Compliance with the RBI circulated project SOP and Guidelines.
- Regular and periodical visits to all the CFLs of the assigned districts and conduct Monthly/Quarterly/Annual planning and review meetings for effective coordination and implementation of the project.
- Facilitate FCs in preparation of the work plan and strategy for implementation and participate in field programmes.
- Ensure proper monitoring, review, and control of the ongoing project activities and Human resources engaged in them.
- Ensure timely completion of Research and documentation of Demand survey/Baseline and Endline survey and evaluation and finalize its reports.
- Finalize and Compilation/Writing Monthly/Quarterly/Annual reports and submission to the project sponsors and stakeholders.
- Ensure finalization of Monthly Opex Bills/Invoices within the stipulated time and submit the same to state manager.
- Follow-up for timely Opex Reimbursement and respond to the queries satisfactorily to the banks with regards to expenditure and bills submitted.

- Ensure regular uploading of program data and its validation on RBI's Online CFL Project portal and MIS system implemented by the organization.
- Assist and provide inputs in the development and up-gradation of training modules, tools, and other resource materials.
- Conducting Training of Trainers/Refresher programs, arranging logistics, coordination, supervision, Team Building to derive the best and the most from each of the team members
- Provide support to CFL staff in project planning and implementation and facilitate them for problem-solving.
- Represent and negotiate for the organization in various review meetings/Consultations/Workshops & Seminars and project progress review meetings called by RBI, Sponsored Banks, NABARD, and other Government officials.
- Support and provide required strategic inputs, information, data, and reports to State Project Coordinator / HO for effective and efficient Planning and implementation of the project.
- Liaison, Public relations, rapport building with the funding organization RBI, NABARD, Sponsored Banks, SIDBI, and other funding agencies/Govt. organizations at district level.
- Provide inputs in Image building and improve visibility, publicity, recasting/upgrading website, and promotional literature.
- Explore funding opportunities, need for project intervention, and provide information data for Concept Notes and Project Proposals.
- Any other work as may be assigned by State Manager/Head Office from time to time

Training

- Need based training manuals/IEC material development for the training of end beneficiary activity specific;
- Planning of in-house and external training program 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 districts;
- 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, Smart Phone and Laptop

Qualifications:

- Graduate in any discipline with 2-3 yrs. Of experience as district/block coordinator, in rural development sector (preferably banking/financial inclusion/SHGs)
- 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.**
- Proficiency in English and Hindi; knowledge of local languages is desirable.
- 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.