

Job Title: Financial Counsellor - CFL Project

Organization: AROH Foundation

Compensation: 16k – 18k

Reporting: Reports to District Coordinator

Job Type: Full-time

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

**No of Vacancy: Rajasthan (30 Vacancies)
Punjab & Haryana (22 Vacancies), Gujarat (21 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 blocks; 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 program the Scaling up of Centres for Financial Literacy Project in the assigned blocks.
- Lead the project team of Asst. Financial counsellors and community volunteers/Leaders.
- Be the Nodal person for the CFL project for the assigned blocks.
- 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 blocks and conduct Monthly/Quarterly/Annual planning and review meetings for effective coordination and implementation of the project.
- Facilitate Asst. Field Coordinators 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
- Ensure finalization of Monthly Opex Bills/Invoices within the stipulated time and submit the same to the concerned authority.
- 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 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.
- Support and provide required strategic inputs, information, data, and reports to district coordinator for effective and efficient Planning and implementation of the project.
- Liaison, Public relations, rapport building with the funding organization RBI, NABARD, Sponsored Banks, and other funding agencies/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 District Coordinator/ State Project Coordinator / Head Office from time to time

Training

- 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;
- 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 with Min. 2 yrs. Of experience as counsellor/trainer/Centre 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.**
- Freshers with 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.