

Month: Oct 2024We, at the [Open Links Foundation](#), require,**Full Time – Project Officer**

Title	Project Officer
Organisation	Open Links Foundation
Duty Station	Seoni, Madhya Pradesh
Type of Employment	Contractual / Full time. (75% Travel)
Contract Duration	11 months (revision as per performance)
No. of Position	1 (Only Local Candidates will be preferred)
Joining	Immediate
Remuneration	INR 3.00 Lakhs Onwards (Commensurate to experience.)

CONTEXT: This role is to aid the Division Managers and Program Director of [Open Links Foundation](#) (An IT Based NGO) and ensure the smooth running of the programs and operations in the given district. Besides general administrative work, you will be tasked with overseeing and executing the tasks undertaken by the team and managing the entire backend work required for the effective functioning of the organization at the District Level.

OBJECTIVE: The Project officers work closely with the district officials, DIET, BEOs and cluster head for training and to deliver the program. Frequent meetings with district and block officials help to unearth their current program/ information needs and pain areas – and provide solutions for these. Data is provided to the EO and CEO periodically. Review should be done with BEOs/DEO and CEO on a monthly basis (can be done separately).

Key Deliverables for the position are as follows:

- A. Implementing programs in one District in coordination with the government District Educational officials and the ground staff of Open Links Foundation.
- B. Effectively Engaging the stakeholders at the District Level, Block Level, and Cluster Level as per the stipulated timeline.
- C. Provide Training and Mentoring support to different stakeholders at multiple levels.
- D. Problem Solving and Support for the Stakeholders using our existing system and WhatsApp Groups.
- E. Needs assessment and Providing solutions to stakeholders at the District/Block Level.
- F. Maximising Impact of Vinoba Program in the field.
- G. To represent organisations at various levels and platforms as an official representative.
- H. To be engaged in organisation development activities as and when required.

- I. To ensure all policies of the company are adhered to from leaves, admin, financial reporting, etc.,

QUALIFICATIONS:

1. Education: Graduation / post-graduation in social work, international development, public policy, rural management, economics, or a relevant field.
2. Undiluted passion for the development sector is required.
3. Clear Understanding of the District Administration System (Zilla Parishad and DIET)

Work – Ex :

Min 4 years. (Min 2 years In the Education Sector)
Working with Administrative Positions is preferred.

Skills : Technical Skill is a Must.

Proficient with the MS Office, Google Workspace
Excellent communication skills.
Quick learner.
Self-motivated.

Personal Attributes: Integrity and social intelligence

Language:

1. Proficiency of reading, and writing in English, Hindi, and Local Language.
2. Excellent command of the local language is a must.

APPLICATION PROCESS:

1. **Only Local candidates should apply.**
2. Please mail the latest CV with a cover letter, Last CTC, and Expected CTC, to vishal@openlinksfoundation.org and CC Contact@openlinksfoundation.org The subject of the email should read **Application: Project Officer – (Seoni).**
3. Applications without explicit mention of expected remuneration shall not be considered for review.
4. **Selection Process:** Brief Call – Interview – Advance Assignment (if Required) – Final Interview.

Only shortlisted candidates will be contacted further.

Deadline for applications: Rolling basis.