

## Scheme of Service

### Programme Officer

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| Post                                 | : | Programme Officer  |
| Salary                               | : | Rs40,000<br>+ A travelling allowance and phone allowance of Rs 8000 and Rs 1000 respectively.  |
| Duration                             | : | One year renewable for another period of one year  |
| Qualifications/Experience/<br>Skills | : | <ul style="list-style-type: none"><li>• A University Degree in Social Sciences or equivalent qualification acceptable to the Council.</li><li>• At least 5 years' experience in social projects, design work and evaluation.</li><li>• Candidates should have good communication, interpersonal and problem-solving skills</li></ul>   |
| Duties and Responsibilities          | : | <ol style="list-style-type: none"><li>1. Assist in the overall implementation, coordination, monitoring and supervision of programmes and projects of the Foundation.</li><li>2. Assist in the preparation of operational guidelines, parameters and eligibility criteria for implementation of projects and allocation of CSR funds.</li><li>3. Assist in the preparation of guidelines for calls for proposals for the implementation of projects by NGOs and for allocation of CSR funds.</li><li>4. Assist in the development and implementation of plans for the monitoring and evaluation of CSR programmes and assess their impact on beneficiaries.</li><li>5. Assist the Secretary General in liaising with government authorities and other stakeholders.</li><li>6. Ensure proper follow up on the implementation of CSR programmes through field visits to collect data, check progress, identify constraints, propose</li></ol> |

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|  | <p>improvements and submit regular feedback reports on implementation of CSR programmes.</p> <p>7. Ensure an integrated approach in the implementation of programmes and contribute to build synergy with programmes of the Foundation and other stakeholders; and</p> <p>8. Perform such other cognate duties as may be assigned by the Secretary General.</p> |
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