



## JOB DESCRIPTION

**Position** : Project Officer (PO) **Grade/Level:**

**Location** : **Mumbai, Maharashtra** **Department:** Programme Operations

**Reports to** : State Programme Lead (SPL)

## JOB SUMMARY

Under the overall support of the State Programme Lead, the Programme Officer will be responsible for direct implementation of projects across the State. S/he will have the responsibility of dealing partnership and will ensure implementation of activities as per the Memorandum of Understanding with Partner organisations and work closely with different government departments and other agencies at district level for effective implementation of Programmes. S/he will guide, facilitate and support implementing partners in planning, implementation, documentation, and capacity building.

S/he will support the development, coordination of Sightsavers' core programmes in compliance to donor requirements (timely and quality reporting) and implementation as per stated timeline. S/he will assist the State Programme Lead in effectively and efficiently all state programmes in coordination with the implementing partners by demonstrating model approaches for scale up. S/he will explore opportunities to expand programmes in the state and developing good linkages with State/Districts resulting in sustainability of the programmes.

S/he will work for accomplishment of deliverables and extend support to the team in accomplishment of the assignments for effective outcomes.

Working with partners and within the existing policy framework, s/he will extend support in developing and implementing high-quality, cost-effective programmes which will achieve the expected outcomes and impact of the Sightsavers strategic plan and national development goals.

S/he will represent Sightsavers in their respective States and network with a wide range of stakeholders in order to promote and help achieve Sightsavers' vision.

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## KEY RESPONSIBILITIES AND TASKS

Support the SPL in the development of state Annual work Plans, budget and set targets.  
Take responsibility for the assigned project performance in terms of achieving the set target and agreed implementation plan.  
Support SPL in identifying and developing new strategic programmes through development of concept note and proposal writing.  
Prepare high quality programme/project reports on agreed timelines. (Donor and Sightsavers)  
Co-ordinate with various Government Departments and facilitates their programme linkages for the benefit of target communities.  
Effectively monitor the progress of the project/programme by undertaking regular field visits and review of monthly/quarterly reports  
Provide technical support by visits or arranging external/internal technical experts' projects and partners.  
Participate in programme monitoring and review meetings quarterly and disseminate the outcome with Area Director and Programme colleagues.  
Escort/facilitate travel of visitors/reviewers to the field as and when required.  
Support SPL in annual reviews, midterm reviews and evaluations of the programme.  
Support the SPL in the process of partner selection/assessment and subsequent decision-making process.  
Work closely with implementing partners and provide them support in developing annual work plans for effective programme delivery.  
Obtain quality reports and documents are received periodically from the partners for dissemination with Area Team and India office team.  
Provide support in developing new partnerships to help promote Sightsavers programme Approaches.  
Represent Sightsavers in all relevant strategic networks as and when required.  
Ensure Programme Funding Agreements (PFA)'s are prepared on time for approval.  
Ensure monthly project and finance reports are received from the partner and ensure quality data is entered to the portal on quarterly basis.  
Document the best practices and lessons learnt for wider dissemination

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- Prepare detailed annual budgets for the Project/ Programme in a timely manner
- Monitor expenditure of project financial resources and liaise with the Finance and Admin manager as required
- Support in preparing State forecast, budgets on time and monitor expenditure regularly for ensuring no under or overspent
- Ensure programme budget is utilised and assets are maintained as per organization policy.
- Ensure with the Finance team, that partners have the capacity to exercise efficient stewardship over Sightsavers budget.
- Support the State Programme Lead in exploring new opportunities to expand and plan awareness beyond the area of operations
- Gather first-hand information during the field visit on the issues and challenges involved
- Support the State Team for developing awareness and influence plans and provide necessary information required.
- Generate evidence and documentation for supporting awareness and influencing
- Work with State team and collaborate with other teams and departments to contribute towards achievement of organisational objective
- Contribute individual and country learning/experience into broader organisational learning and policy development & organisational priorities.
- Provide appropriate input and information to the Head office as required.

Ensure submission of necessary reports by partner organisations as per the PFA.

Generate and compile regular reports on ongoing projects in accordance with the donor requirements.

Ensure compliance with timelines and maintaining quality standards in the reports.

Ensure submission of progress, financial, vehicle, travel expenses reports and all other reports, on timely and update the State Programme Lead on implementation.

Support preparation of government reports and major donor reports

Ensure timely response to queries from Sightsavers' staff, donors, counterparts or other stakeholders both at national and international level.

Represent the Programme before potential donors and maintains formal and informal networks with existing donors to ensure seamless availability of budget.

Extend Support for the development of high-quality proposals in collaboration with finance and Programme department

## **NB :**

The Above description contains the main outline of the post holder duties. However, in an organisation such as Sightsavers with a relatively small staff, it is inevitable that responsibilities and task may vary from time to time. All staff are therefore expected to respond with a flexible approach when tasks arise which are not specifically covered in this job description. Should an additional responsibility or task become a regular part of an employee's job, the job description will be amended in consultation with the employee.

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**JOBHOLDER ENTRY REQUIREMENTS:** *In a series of brief statements identify the essential knowledge, skills and behaviours required.*

**Knowledge (Education & Related Experience):**

- Knowledge of programme planning and use of various tools for designing quality projects in different sectors.
- Knowledge in project management, budget development, monitoring and resource management.
- Knowledge of sensitization, research, impact assessment, partnership development and resource mobilization.
- Experience of working with Government/ NGOs, within the rural/urban context.
- A postgraduate in management, social work, public health or social sciences from any recognized university
- Minimum 3-5 years of experience in social development, preferably in the field of programme management, implementation, monitoring, documentation and working with the communities and government.

**Skills (Special Training or Competence):**

- Understanding and compassion in dealing with target beneficiaries.
- Demonstrated ability to identify programmatic issues that require immediate attention, prioritize and take appropriate and timely action.
- Result oriented and proven track record of delivering impact at scale
- Excellent communication (both verbal and written) and presentation skills
- Demonstrated learning ability, pro-activeness and openness to embrace new technologies at work
- Excellent community mobilization and facilitation skills.
- Excellent Liaisoning skills
- Ability to work with minimum supervision.
- Ability to work in a team
- Good interpersonal skills
- Excellent MS Office Skills

**Core behaviours: Leading level**

- High level of integrity.
- Independence and initiative.
- Sound judgment.
- Adaptability and flexibility.
- Ability to cooperate with others and work in a participatory manner to achieve established goals.
- High level of professionalism in conduct and appearance.
- Assertive and proactive in requesting needed assistance for project needs.

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## KEY CONTACTS AND RELATIONSHIPS

### Internal

- State Programme Lead
- Area Director
- Director Programmes Operations
- Senior Manager PPRL
- Finance and Administration Manager
- Programme Performance Coordinators
- HR Business Partner
- Finance Manager
- Programme Performance and Resource Mobilization team
- Office Support Staff

### External

- Implementing Partners
- Government Representatives
- Peer Agencies
- Strategic Partners
- Bi-lateral donors
- Consultants/Advisors
- Operational Partners
- State Eye Health Committees/Forums rehabilitation and education networks
- Media
- Local Community Members

**How to apply:** Interested candidates may apply by sending their updated resumes and letter of motivation to [indiacareers@sightsaversindia.org](mailto:indiacareers@sightsaversindia.org) mentioning **'Project Officer – Mumbai, Maharashtra'** in the subject line.

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