



CMCA is an equal opportunity employer and is committed to creating an equal, inclusive, and diverse work environment.

JOB DESCRIPTION

Position Title:	Programs Associate- Sriperumbudur	
Function:	Program Implementation	
Level	I1, Associate	
Position Reports to:	Programs Officer Kanchipuram Programs	
Supervises	NA	
Location:	Sriperumbudur, Kanchipuram	
Type of Employment	Fixed term for 3-year (renewal based on the project extension and individual performance), Full Time	
<p>Purpose: <i>The Programs Associate is responsible for coordinating and delivering CMCA programs within allocated schools in Kanchipuram location and supporting the location lead in all activities. This position is responsible for day-to-day implementation, monitoring and reporting of the programs.</i></p>		
<p>Key Responsibility Areas (KRAs)</p>		
<p>KRA Description Performance Indicators</p>		
<p>1. Coordinate and Implement CMCA's programs in assigned schools in Sriperumbudur/ surrounding areas</p>	<ul style="list-style-type: none"> ● Ensure regular sessions and planned activities are taking place in schools ● Mentor, support and guide trained teachers and alumni to deliver the program effectively ● Conduct field visits to schools to ensure field level effectiveness of program ● Ensure timely training of teachers and availability of program materials ● Help identify and shortlist master trainers for the location ● Ongoing stakeholder relationship management as appropriate ● Document and report on activities 	<ul style="list-style-type: none"> ● Completion of activities as per plan ● Timely and accurate reporting of sessions by teachers ● Adequate size of teacher pool ● Stakeholder feedback ● Timely documentation and reporting ● Number of AACs initiated at school level

<p>2. Program Impact monitoring and enhancement</p>	<ul style="list-style-type: none"> • Monitor program delivery quality on an ongoing basis • Ensure timely updating of trackers and applications. • Monitor key program metrics, identify opportunities for course correction and improvement • Actively seek stakeholder and target audience feedback 	<ul style="list-style-type: none"> • Number of sessions observation undertaken • Timely and accurate documentation • Feedback received • Timely roll out of evaluations • Process Improvements suggested
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Date: May 2024



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	<ul style="list-style-type: none"> • Strive for continuous improvement in delivery capability and program management techniques 	<ul style="list-style-type: none"> • Quality of ideas/ suggestions
3. Capacity Building	<ul style="list-style-type: none"> • Keep upto date wrt social, political, education related new thinking, trends, issues • Attend organization training programs • Seek feedback and identify opportunities and avenues to enhance own capability • Build own capability in delivery of quality programs 	<ul style="list-style-type: none"> • Training programs attended • Independent efforts made to enhance own capability • Alignment with organization values and principles
4. Grow the CMCA footprint (<i>stretch</i>)	<ul style="list-style-type: none"> • Be a champion for CMCA and represent the organisation within the location/ region • Identify opportunities to grow and expand the reach of CMCA - depth and breadth • Support organisation initiatives and contribute to other areas as needed (including Resource Mobilization efforts) • Provide suggestions for improvement 	<ul style="list-style-type: none"> • Feedback from other department colleagues • External connections made/ nurtured • Programs expanded/ new programs introduced

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Person Profile:

Education Background	<ul style="list-style-type: none"> • Minimum: Bachelor's degree in social science / humanities/social work or equivalent • Desirable: A Master's degree or equivalent
Years of Experience	<ul style="list-style-type: none"> • min 2 years of relevant experience

Industry Exposure:	<ul style="list-style-type: none">• NGO of a similar nature• School or College
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Type of Experience:	<ul style="list-style-type: none">• Exposure to teaching, working with students/ education is highly desirable, though not mandatory• Basic computer skills- Microsoft tools such as Word/ PowerPoint/ Excel; Internet usage; familiarity with Apps• Preference will be given to candidates from Bargarh
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