

Job ID: 258326



Project Officer (Women Candidate Preferred)

Integrated Development Foundation (IDF)

Location: Muzaffarpur, Bihar

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📅 Apply by: 12 Feb 2025

Relevant Sectors

Agriculture, Livelihoods, Microfinance, Rural, Urban

Capacity Building, Training, Advocacy

Social, Gender, Education, Youth, Child

Project Officer, Muzaffarpur Location (Women Candidate Preferred)

Integrated Development Foundation (IDF), a professionally managed development organization, has been working in the states of Bihar & Jharkhand for the last two and a half decades. IDF interventions focuses on the empowerment of the marginalized communities and encompasses work related to Livelihood Protection & Enhancement, Agriculture, Adolescent issues, Water & Sanitation, Health & Nutrition, Child Care, protection & development, DRR, Quality Education and Women Empowerment. For more information about IDF visit www.idfngo.org

IDF is looking for a qualified and competent person for the position of Project Officer who have natural flair to integrate with our core values and

collaborate/customize with the community needs. Project Officer will be responsible for managing the project for financial sustainability and economic empowerment of women. It would focus on the most vulnerable women and equip them with essential life skills, sector specific technical training and extending support to get the job or run their own business and follow up support to encourage sustained employment.

Remuneration / Salary

CTC Rs. **55000/- pm** (depending on the competency of the candidates')

Roles and Responsibilities

- Take overall responsibility of planning, implementing and managing the project in line with its core objectives, expected results, defined activities and targets.
- Support project team/ participate in conducting field level activities including home visits, surveys, meetings/ training of parents, other stakeholders.
- She/He will be responsible/accountable for developing a comprehensive project plan, including defining project goals, objectives, scope, deliverables, timelines, and resource requirements and achieve all the deliverables as expected in the project.
- Lead and manage the project team, including assigning roles and responsibilities, providing direction and guidance.
- Hold and coordinate meetings with local administration, Employment Officer of the district.
- Tap the local business/job opportunities, prepare a draft for it and take it forward and also ensure placement of the candidates enrolled in the program.
- Identify and develop the database of all the factories/industries/plants/transport facilities/ agriculture/livestock/horticulture in the area, big or small shops/malls etc. The PO will also be responsible for the convergence activity and ensuring the government. benefits for the beneficiary if any.
- Provide regular project updates, prepare monthly/quarterly/annually progress reports, and present findings to relevant audiences, ensuring transparency and accountability. update the MIS as and when required.
- Mentor, manage and conduct training for 'trainers' on session modules.
- Work in close coordination and support with Support agency for shared learning and resource management.
- Identify, document, and disseminate lessons learned and best practices with cross-project teams for shared understanding and learning.
- Conduct performance appraisals, design feedback and learning mechanism. Lead team using participatory style of leadership.
- Contribute to development of MEL tools and templates to integrate best practices and standards in monitoring and evaluation
- Ensure timely and proper data collection, completion of reports for digital management, validation and analysis.

- Submit training and other activity reports as per standardized processes, systems and timelines.
- Lead the Team and maintain collaborative environment for accomplishment of results and tirelessly work for sustainability of project outcome.

Qualification and Experience

A Masters' degree in social work/Sociology/Psychology/ Education/Women Studies/Rural Management related field with minimum of 3 years' experience in handling community-based project. She/He must have experience around life skills and livelihood domain in self-employment. Understanding of Project cycle management is a must for this position. Be able to learn, conduct research activities, implement best practices with regard to reporting, documentation, monitoring and evaluation of the project.

Key Attributes:

- Strong knowledge of livelihood interventions, including income generation, entrepreneurship, vocational training, etc.
- Effective communication and interpersonal skills to engage with diverse stakeholders.
- Proficiency in project management tools and software.
- Knowledge of monitoring and evaluation principles and tools.
- Flexibility to adapt to changing project needs and contexts.
- Written and spoken knowledge of English, Hindi and regional languages of Bihar

Interested candidates can send a Cover Letter and their detailed CV (must contain, present & permanent address, DOB, work experience, sectoral expertise and recent personal status) to the Email ID: idfapply@gmail.com Please mention your "Name and Place (from you belongs to) along with position applied for PO/WFD" in the Subject matter of your email. (like: Mohan Kumar from Sheohar, PO for District Muzaffarpur) .

Job Email ID:

[idfapply\(at\)gmail.com](mailto:idfapply(at)gmail.com)


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