# Scheme of Service

**Post: Programme Officer**

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| Post | Programme Officer |
| Salary Scale | Rs 30350 x 850 – 31200 x 980 – 35120 x 1130 – 39640 x 1300 –44840 x 1500 – 50840 x 1730 – 57760 x 1990 – 65720 x 2290 +70300 |
| Allowances | A travelling and phone allowance for a total amount of Rs13,100 |
| Qualifications/Experience/Skills | * A University Degree in Social Sciences or equivalent qualification acceptable to the Council. * At least 3 years’ experience in social projects, design work and evaluation. * Candidates should have good communication, interpersonal and problem-solving skills. |
| Duties and Responsibilities | 1. Assist in the overall implementation, coordination, monitoring and supervision of programmes and projects of the Foundation. 2. Assist in the preparation of operational guidelines, parameters and eligibility criteria for implementation of programmes and projects and allocation of funds. 3. Assist in the preparation of guidelines for calls for proposals for the implementation of programmes and projects by NGOs and for allocation of funds. 4. Assist in the development and implementation of plans for the monitoring and evaluation of programmes and projects assess their impact on beneficiaries. 5. Assist the Secretary General in liaising with government authorities and other stakeholders. 6. Ensure proper follow up on the implementation of programmes and projects through field visits to collect data, check progress, identify constraints, propose improvements and submit regular feedback reports on implementation of programmes and projects. |

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|  | 1. Ensure an integrated approach in the implementation of programmes and projects and contribute to build synergy with programmes of the Foundation and other stakeholders; and 2. Perform such other cognate duties as may be assigned by the Secretary General. |

***04 May 2022***