

National Social Inclusion Foundation

Scheme of service

Post	Capacity Development Officer (New Grade)
Salary	Rs 40200 x 1000 – 41200 x 1200 – 46000 x 1400 – 50200 x 1600 – 61400 x 1800 – 68600 x 2200 – 75200 x 2300 – 82100 x 2800 – 87700 (NSIF 7)
Qualifications/ Experience/ Skills	<p>Candidate should:</p> <ul style="list-style-type: none">• Possess a Degree in Management or Social Sciences from a recognized institution or equivalent qualifications acceptable to the Foundation;• Reckon at least 3 years' experience in the implementation of capacity building and capacity development programmes. Experience in monitoring and evaluation of capacity building programmes would be an advantage;• Have good communication and interpersonal skills;• Have ability to work in teams and be result oriented;• Be computer literate.
Duties and Responsibilities	<p>To be responsible to the Capacity Development Manager for the execution of the following duties:</p> <ol style="list-style-type: none">1. To assist in developing an operational Capacity Building and Development Framework to foster a shared vision among staff of the Foundation and other stakeholders;2. To assist in the Capacity Building component for ensuring all sort of capacity development interventions both at grassroots as well as institutional levels are in place effectively;3. To assist in designing, developing, implementing and evaluating capacity building and development of programmes in line with the Foundation Vision, Mission and Values;4. To assist in delivering capacity development-related activities for the stakeholders and their networks in diverse areas of organizational development (leadership and management, financial management, human resources management, partner relations, communications, monitoring and evaluation, technology utilization and others);5. To assist in developing materials and processes for specific areas/topics identified as needed for capacity building and capacity development, including training, mentoring and coaching of partners, peer learning and other methodologies;6. To ensure the capacity building services and related activities are valued and trusted by the stakeholders;

	<ol style="list-style-type: none">7. To assist in the delivery of Capacity Building and Capacity Development activities;8. To assist in the monitoring and reporting of the Capacity Building and Capacity Development activities;9. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the employee in the roles ascribed. <p>Note: The Capacity Development Officer may be required to work outside normal working hours, Saturdays, Sundays and Public Holidays.</p>
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