

National Social Inclusion Foundation

Scheme of service

Post	Programme Officer
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>Candidates should possess:</p> <ol style="list-style-type: none"> 1. A University Degree in Social Sciences or equivalent qualification acceptable to the Council; 2. At least 3 years' experience post qualification in social projects, design work and evaluation; 3. Good communication, interpersonal and problem-solving skills; 4. Ability to work in a high-pressure environment and meet deadlines; 5. Ability to support and exercise high level of responsibility and be able to handle confidential and sensitive issues; 6. Ability to welcome constructive feedback.
Duties and Responsibilities	<p>To be responsible to the Programme Manager and/or the Secretary General for the performance of the following duties:</p> <ol style="list-style-type: none"> 1. To assist in the overall implementation, coordination, monitoring and supervision of programmes and projects of the Foundation; 2. To assist in the preparation of operational guidelines, parameters and eligibility criteria for implementation of programmes and projects and allocation of funds; 3. To 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. To assist in the development and implementation of plans for the monitoring and evaluation of programmes and projects to assess their impact on beneficiaries; 5. To assist the Secretary General in liaising with government authorities and other stakeholders; 6. To ensure proper follow up on the implementation of

	<p>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;</p> <ol style="list-style-type: none">7. To ensure an integrated approach in the implementation of programmes and projects and contribute to build synergy with programmes of the Foundation and other stakeholders;8. 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 Programme Officer may be required to work outside normal working hours, Saturdays, Sundays and Public Holidays.</p>
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