

Program Associate

Locations: Mumbai, Varanasi, Patna, Kolkata, Delhi

I. Background

Aangan works with children in dangerous situations like child trafficking, child marriage, hazardous work and abuse. Our prevention model targets "hot-spot" districts across the country where children are most at risk - either because these are known red-light areas, sites of hazardous child labor or are associated with harmful traditions like high rates of child marriage and girl child discrimination. Here we work with parents, children and government officials to build strong care and protection systems that keep children safe.

II. Position Summary

The Program Associate will be a part of the Training team, responsible for assessing the short-term outputs and mid to long term impact of Aangan's prevention model implemented across 6 states. S/he will have a deep understanding of Aangan's programs and outcomes to be achieved and will report into the Program Specialists. S/he will be mainly responsible of gathering data, follow up on activities implemented by apprentices in the field and reporting.

III. Key Duties and Responsibilities

Primary responsibilities include but are not limited to:

- Undertake regular field visits to collect information on progress of each activity implemented in the communities as per set indicators and guidelines.
- Provide assistance to the Program Specialists and the Knowledge and Impact team in data collection, interviews, surveys etc. in the field
- Coordinate closely with the Program Specialists to ensure that data entry and data analysis is done systematically and efficiently and shared with the classroom training and coaching team in a timely manner.
- Assist in analyzing information gathered to indicate the progress and impact of projects' activities
- Prepare and submit success stories/case studies from the field
- Assist in preparing the monthly reports
- Will ensure a results-based system is being followed to tap key results that contribute towards the programmatic outputs and outcomes.

IV. Competencies and Abilities

- Strong organisational skills and ability to thrive in a fast-paced environment.
- Attention to detail required
- Ability to manage diverse activities and to meet deadlines
- Ability to undertake regular field visits and interact with different stakeholders
- Demonstrated ability in report writing and presentation.
- Have a high level of computer literacy
- Willing to travel when required
- Fluent in English and Hindi/Marathi/Bengali

V. Education and Experience

- Graduate/Post-graduate
- 1-2 years work experience in a similar field

Please send your CV and Cover Letter to renuka@aanganindia.org and Chaitali@aanganindia.org

Please mention 'Program Associate in the email subject.