



**Program Officer (Eastern Zone),  
Ranchi, Jharkhand  
Bharat Rural Livelihood Foundation**

## **2. ORGANIZATION BACKGROUND:**

**Bharat Rural Livelihoods Foundation (BRLF)** was set up by the Ministry of Rural Development, Government of India (GOI) as an independent organization under the Societies Registration Act to facilitate civil society action in partnership with State and Central Government, for transforming livelihoods and lives of rural households, with an emphasis on women, particularly in the Central Indian Tribal Region.

**BRLF** is a unique and first-of-its-kind initiative. The Foundation is a partnership between Government on the one hand and private sector philanthropies, public and private sector undertakings (under Corporate Social Responsibility) on the other. Major functions of **BRLF** are fostering strategic partnerships with state govt to improve program outcomes, providing financial grants to Civil Society Organizations (CSOs) to meet their human resource and institutional costs for up-scaling of proven interventions, investing in institutional strengthening of smaller CSOs, capacity building of professional human resources working at the grassroots, and to create a Knowledge Hub for the sector.

The General Body and Executive Committee of **BRLF** are constituted by eminent individuals and ex-officio representatives from private philanthropies, public and private sector organizations, financial institutions, State Governments, and GOI.

For more details on **BRLF**, please refer to the website [www.brlf.in](http://www.brlf.in)

## **3. JOB DESCRIPTION/ RESPONSIBILITIES:**

Reporting to the **Lead Program**, the **Program Officer (PO) Eastern Zone** will provide overarching leadership to the projects and design the overall strategy and growth plans for the allocated states.

### **Key Roles and Responsibilities:**

1. Responsible for the smooth and high-standard implementation of all projects implemented by **BRLF** in Jharkhand, West Bengal, Assam, and other Northeast states.
2. Provide overall technical support and guidance to SPMUs and TSUs of BRLF in the respective State.
3. Ensure adequate support, build their capacities, and develop facilitating coordination mechanisms for the implementing partners.
4. Conduct training and various capacity-building events for the CSO staff for common understanding.
5. Explore possibilities for new projects and expansion of existing projects.
6. Build a strong and strategic relationship with the State Government officials.
7. Ensure strong visibility of **BRLF** in the Zone.

8. Support Resource Mobilization vertical with fundraising and resource mobilization in the zone.
9. Prepare progress reports and periodic updates of all projects to be submitted to **BRLF** and its donors.
10. Organize field visits of donors, **BRLF** board members, and other senior staff for project monitoring and cross-learning.
11. Lead and facilitate all stakeholders in periodically organizing the Project Steering Committee meetings.

#### **4. QUALIFICATIONS, EXPERIENCE, AND COMPETENCIES:**

**Qualifications:** Applicants must have a Post Graduate degree from any recognized university, preferably in Rural Development, Social Sciences, Development Studies, or Development Management.

**Experience:**

1. At least ten years of outstanding work experience in rural development, rural livelihoods, or related areas, and at least three years have been in a leadership role.
2. Demonstrated leadership and a track record of working with government and civil society organizations.

**Essential Skills and Competencies:**

1. Experience in engaging closely with government agencies;
2. Experience in implementing/ managing large rural development programs
3. Experience working in tribal and forest regions;
4. Strong ability to communicate and develop effective working relationships with key stakeholders;
5. Ability to build and carry the team along with the vision of the organization;
6. The applicant must have strong written and oral communication ability in English & Hindi.

#### **5. COMPENSATION OFFERED:**

The gross compensation budgeted for the position is in the range of 16-18 Lakhs per annum. The offer to the selected candidate shall be commensurate with qualifications, experience, and salary history.

#### **6. LOCATION: Ranchi, Jharkhand**

**7. APPOINTMENT:** This is a full-time position, and the initial contract will be offered for three years.

**8. Application Process:**

Eligible candidates are interested in this position are requested to send their application (comprising Resume and Letter of motivation) to [recruitment.brlf@gmail.com](mailto:recruitment.brlf@gmail.com) by or before May 10, 2023. Only shortlisted candidates will be contacted.

**BRLF is an equal opportunity organization without discrimination by religious belief, social class, caste, special ability, or gender.**