

JOB DESCRIPTION

Program Officer

Bharat Rural Livelihood Foundation.

Position: Program Officer

Location: Raipur, Chhattisgarh

Number of Positions: One

Reports To: Lead - Programs

Nature of Employment: This is a project-specific position offered as a full-time contract with benefits. Renewal is possible, depending on project extension and availability of funds.

1.ORGANISATION BACKGROUND:

Bharat Rural Livelihoods Foundation (www.brlf.in) is an autonomous body established in 2013 under the Ministry of Rural Development through a Union Cabinet decision by the Government of India. With a vision to transform the lives and livelihoods of the most vulnerable populations across India, BRLF plays a crucial role in fostering and facilitating civil society action in partnership with the government and people's institutions. Its mandate encompasses a range of objectives, including bridging the gap between program outlays and outcomes, improving implementation of government flagship programs, providing grant support to civil society organisations (CSOs), and promoting partnerships for inclusive, sustainable development. BRLF has a pan-India mandate and focuses on tribal geographies, particularly those in the Central Indian tribal belt and Northeast India. The focus has been on the states with the most concentration of tribal population which are Gujarat, Rajasthan, Maharashtra, Madhya Pradesh, Telangana, Odisha, West Bengal, Jharkhand, Chhattisgarh, Assam, Mizoram.

For more details, please visit our website: www.brlf.in

Role Description

The Program Officer will lead projects implementation in Chhattisgarh, coordinating with team, CSO partners, and government departments to ensure effective delivery and convergence of livelihood and NRM initiatives. The role includes partner support, monitoring, reporting, and strengthening stakeholder engagement to achieve project outcomes.

Key Responsibilities

1. Oversee the projects implementation in Chhattisgarh, including mentoring and supporting SPMU and CSO partners.
2. Design and strengthen implementation processes, policy guidelines, and capacity-building modules in collaboration with SPMU.
3. Engage at respective state-level meetings on the functioning of different committees, with support from the VB-G-RAM G (earlier MGNREGA) and other state departments, to leverage other government schemes with the project.
4. Establish community-based institutional frameworks and support the development and management of project MIS within the BRLF system.

5. Conduct regular review meetings with SPMU and implementing partners; monitor and evaluate progress against project KPIs.
6. Undertake field visits with SPMU and CSOs to engage with district/block officials, resolve issues, and support achievement of convergence targets.
7. Provide field-based technical support, mentoring, and capacity building to CSO partners to ensure delivery of project outcomes.
8. Participate in state-level meetings and committees to facilitate alignment and convergence with government schemes.
9. Lead and coordinate Project Steering Committee meetings with all stakeholders.
10. Support SPMU team members in planning (annual and monthly) and performance review processes.
11. Coordinate field visits for donors, BRLF board members, and senior leadership for monitoring and cross-learning.
12. Prepare and submit periodic progress reports and updates to BRLF and donors.
13. Support fundraising and resource mobilization efforts within the region.
14. Strengthen BRLF's visibility and presence in the state.
15. Build and maintain strong, strategic relationships with state government officials.
16. Identify opportunities for new projects and expansion of existing initiatives.
17. Organize training and capacity-building programs for CSO staff.
18. Ensure effective coordination mechanisms and capacity strengthening of implementing partners.

Desired Candidate Profile

1. Postgraduate degree preferably in Rural Management (Natural Resource Management, Environmental Science, Forestry, Ecology), or a related field.
2. 10–15 years of experience in program implementation, preferably in Natural Resource Management (NRM), VB-G-RAM G (earlier MGNREGA), and livelihoods, with strong grassroots exposure.
3. Proven experience in project management, donor/grant management, and high-quality reporting.
4. Strong stakeholder management and coordination skills across government and civil society.
5. Demonstrated experience leading large-scale, multi-stakeholder INRM or Livelihood / Agro Ecology projects.
6. Strong understanding of ecosystem-based approaches, climate adaptation, and community-based NRM strategies.
7. Excellent project management, team building, leadership skills, Strong communication, and interpersonal skills.
8. Willingness to travel extensively within and outside the state as required.

5. COMPENSATION OFFERED:

BRLF offers competitive salary with excellent benefits. The offer made to the selected candidate shall be commensurate with the qualifications, experience and salary history.

6. LOCATION: Raipur, Chhattisgarh.

7. Age Limit: Max. Up to 45 years

8. APPLICATION PROCESS:

Eligible candidates interested in this position are requested to apply through [LINK](#)

Applications will be reviewed on a rolling basis, and the position will remain open until filled. Early submission is encouraged, with a final application deadline of 4th May, 2026.

BRLF is an equal opportunity organization without any discrimination by virtue of religious belief, social class, caste, special ability, or gender. BRLF is an equal opportunity organization. Women are encouraged to apply.