

**Program Officer**  
**Tibet Program (Dharamshala, India)**

IDCG is supporting a client to seek one Program or Senior Program Officer to assist a multi-year USAID-funded program to support the Central Tibetan Administration (CTA). The nature of the employment is full time. Only those candidates who are based in or willing to move to Dharamshala (HP) India should express interest in this position; relocation assistance (financial or otherwise) will not be provided.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Program Planning, Design and Implementation
  - a. Under the direction of the country leadership and management team, design and implement programs and activities.
  - b. Contribute to regular program reporting, monitoring and evaluation planning and development of the work plans.
  - c. Responsible for development of the activity implementation plans, which includes defining project objectives, setting timelines and identifying required resources and executing the activity.
  - d. Develop activity budgets and support the Administration and Finance team on payments to vendors.
2. Program Coordination
  - a. Work in coordination with partners and the consultant ensuring that tasks are completed within the set guidelines. This will include setting meetings with partners and consultants, developing agendas and facilitating active communication between and among stakeholders.
  - b. Through participation in team meetings, regularly inform your colleagues about program successes and challenges.
  - c. Coordinating with the M&E and F&A teams to ensure that programs are implemented per set objectives and guidelines.
3. Program Documentation
  - a. In coordination with the reporting and communication officer, contribute to activity reports such as weekly, monthly, quarterly, annual and success stories as well as any external communication needs. As required, create written program documentation.
  - b. Collaborate with the M&E team to provide lists and data regularly, measuring impact of programs in accordance with program indicators and objectives.
  - c. Coordinate with F&A team in preparing activity budgets and monthly wire requests.
4. Stakeholder Management
  - a. Liaise with partners, including the CTA, civil society organizations (CSO) and international donors, providing relevant program updates and responding to program needs, as they arise.
  - b. Maintain strict neutrality in dealings with the Institute's program related activities.
5. Team Support

- a. Work closely with the program team to achieve program objectives, while fostering team spirit and collaboration.
  - b. Identify opportunities within the approved program areas to develop synergies and deliver greater impact.
  - c. Comply with all M&E and F&A processes and procedures.
6. Miscellaneous
- a. Willingness to work across NDI's team and programs when required;
  - b. Performs other assignments as and when necessary assigned by Program Manager, Deputy Chief of Party and/or Chief of Party.
  - c. Closely follow and analyze political and administrative developments within the CTA.

#### **EDUCATION AND/OR EXPERIENCE**

1. Bachelor's degree, preferably in International Relations, Political Science or a related subject; graduate degree preferred.
2. The PO must have a minimum of four (4) years of relevant work experience with an international organization; community organizing, political activism, organizational development or legislative affairs preferred.
3. Additional years of relevant work experience may be substituted for educational requirements on a one-for-one basis.
4. Previous experience with international grants administration or working with international NGOs preferred.

#### **REQUIRED SKILLS AND ABILITIES**

1. Good interpersonal skills to effectively interact with all levels of staff, international personnel and political partners and party representatives.
2. Good oral and written communication skills to effectively articulate the client's mission statements and program/project initiatives, present information, respond to questions and prepare draft written reports in a professional manner.
3. Capacity to work both independently and as a member of a team.
4. Ability to define problems, collect data, establish facts and draw valid conclusions.
5. Working knowledge of Microsoft Office Programs and Google Apps (Gmail, Calendar, Google Drive, G+, etc.) strongly desired.
6. Working knowledge of basic budget and accounting procedures.
7. Ability and willingness to travel to regional locations, which are often remote and difficult to reach.
8. Interest in and knowledge of the national political environment, civil society organizations; parties and political leaders; ability to perform basic political analysis on political and programmatic developments.
9. Excellent organizational skills, attention to detail and ability to prioritize and manage multiple tasks simultaneously and meet deadlines.

**COMMENTS:**

**The application deadline is March 07, 2024. To apply, please email a CV and cover letter to [careers@idcg.co.in](mailto:careers@idcg.co.in).** Short-listed candidates will be contacted. No phone calls, please!

The client is an Equal Opportunity Employer and does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity, marital status, or any other characteristic protected by law.