

Required: Program Officer

Position: Program Officer – Vikasa Centre for Social Entrepreneurship and Business Responsibility

Location: Hyderabad/Warangal

Vikasa Centre is a Resource Centre for all who believe in 'Change' to get exposed to concepts, models, approaches, tools and skills related to development especially for those from the Social Entrepreneurship, MSME and Corporate sector. VIKASA CENTRE aims to facilitate Social Entrepreneurship, promote Entrepreneurship and to support, advise the corporate sector in their social space and CSR initiatives. The 20-acre campus of VIKASA CENTRE is located on Hyderabad ORR at Ghatkesar. VIKASA CENTRE is an extended wing of Bala Vikasa, which is a secular non-profit, known for its Sustainable Community Driven Development approaches for over three decades. It has successfully trained hundreds of professionals from over 40 countries across the world and India.

VIKASA CENTRE invites applications for the post of PROGRAM OFFICER from dynamic and creative candidates who look forward to challenges.

JOB SUMMARY:

The Program Officer will be primarily responsible for:

- Familiarizing himself/herself with Bala Vikasa Community Driven Development approaches and methodologies like NLP and IA.
- Designing relevant training modules on CSR and Social Entrepreneurship and preparing background materials, budget and logistics for efficiently executing training programs; reporting, maintaining feedback and evaluation for continued improvement.
- Clientele: Identifying and establishing contact with potential collaborative partners in entrepreneurship, industry associations and clients (Impact Enterprises, SMEs, industries engaged in CSR etc); promoting and mobilizing participants for the training programs
- Business Development: developing business plans, exploring potential opportunities, marketing and executing targets
- Networking: identifying and building networks with supporting organizations such as incubation centers, venture capital providers, mentors etc. for promotion of social entrepreneurs/ entrepreneurship
- Learning & Development: supporting the design of training modules, case studies, success models and experiments; researching innovation on CSR and Social Entrepreneurship across India and abroad
- Engaging in identifying and empaneling potential resource persons across the country for the training programs planned
- Any other duties as may be assigned by the General Manager /Executive Director

CANDIDATE PROFILE – Qualifications, Skills and Competencies Required:

The ideal candidate should have:

- A postgraduate degree in Management /Social Sciences having entrepreneurship (an added value)
- A minimum 3 - 4 years of experiences in capability development preferably in the field of CSR/Social Entrepreneurship, entrepreneurship promotion, development and management of CSR projects.
- Innovation and creativity in every sphere of his/her work, good knowledge in CSR & development
- Excellent oral, written, communication and presentation skills in English to produce quality reports
- Planning, budgetary, monitoring and execution skills with proven record of achieving results
- Flexible to travel, ability to engage corporate sector clients across the country
- MS Office proficiency and web skills, teamwork, ability to work with a multi-disciplinary team
- Experience in developing the content/courseware including Workbooks and Manuals etc.
- Ability to self-start and bring a strong work ethic to the workplace

Reports to: General Manager

Compensation: Competitive, based upon the experience. The non-monetary compensation includes a unique opportunity to be part of an innovative, meaningful, and rapidly growing organization.