Job Description – Development Officer

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| **Position** | **Development Officer** |
| **Location** |  |
| **Employment type** | **Full time** |
| **Reporting to** | **Project Manager** |
| **How to apply** | **https://icicifoundation.org/careers/** |

**About ICICI Foundation:**

For over six decades, the ICICI Group has contributed significantly towards India’s economic growth and development. Promoting inclusive growth has been a key priority for the Group. We have not only made meaningful differences in the lives of our customers through our suite of products and services but have also been consistently supporting development initiatives and community outreach efforts. The mission is to empower the poor to participate and benefit from the Indian growth process through integrated actions in the fields of primary health, elementary education, financial inclusion and sustainable livelihood. ICICI Foundation works through three key models of intervention -ICICI Academy for Skills (IAS), ICICI Rural Livelihood program (RL) and ICICI Rural Self Employment Training Institute (ICICI RSETI).

**Job Requirements:**

* Understanding of the social, economic and political context and issues of Skill Development
* Understanding of the structure and functioning of the government
* Passion for social justice
* Sound Analytical Skill
* Interpersonal skills-at ease and has empathy in interactions with the target population
* Understanding and empathy for gender and other discrimination issues
* Strive for Excellence and Innovation
* Good communication skills in written and verbal English.
* Good Presentations skills
* A good team player and willing to work in a Multidisciplinary and Multicultural Team

# Education and Experience:

* Graduate in any stream, Post- graduation degree will be an added advantage
* At least 2 -5 Years of experience in rural development and livelihood.

# Key Responsibilities:

* Provide strategic oversight to the Program operations in the designated states and be responsible for achieving program deliverables.
* Develop a time bound project plan with specific objectives and activities that are within the scope of the organisation
* Understanding the rural economy and developing strategies for training and placement in various trade
* To undertake Market Research for understanding supply and demand gaps in the job market
* Coordinate financial linkages activities to create supportive environment for the programme
* Support implementation of IEC activities to create supportive environment for the programme conducting
* Ensure safekeeping of institute’s assets and maintenance of infrastructure
* Overall management of Mobilization, training and placement
* Develop rigorous systems that ensure proper implementation of the Project
* Maintain and monitor MIS of the Project
* Develop strategic partnerships with multiple stakeholders to firmly root the objectives of the project within the community
* Closely work with the community to improvise on project implementation
* To document the progress of the project in form of reports
* Coordinate all activities as per the approved design of the project
* To prepare and track the budget for the project
* Compilation of monthly, quarterly, and annual progress report and sharing with the concerned authorities
* Have an evaluation plan to evaluate the project between regular intervals
* To act as a quality control agent for the programme and prepare evidence based support to improve quality of the programme comprehensively
* Any other work / responsibilities, entrusted by Project Manager.

# How to Apply

You may apply at [**https://icicifoundation.org/careers/**](https://icicifoundation.org/careers/)or email your updated resume tocareers@icicifoundation.org

For any queries, you may write to us at careers@icicifoundation.org