Position: Project Officer
Type: Full-time
Location: Based in Hyderabad
Reports to: Project Manager

About VOICE-4 (formally recognised as VOICE-4)

VOICE-4 is an **evolving organisation** dedicated to creating **gender transformative safe spaces** for empowering adolescents, women and youth. VOICE-4 has provided successful internships to over 7,000 college students from more than 70 colleges to positively impact the lives of over 3,50,000 adolescent boys, girls and young women in over a decade across nine states of the country.

Key focus areas:

- **VOICE-4 Girls:** Equipping adolescents with critical knowledge and life skills;
- **VOICE-4 Women:** Empowering young women through programmes that centre gender and leadership;
- **VOICE-4 Policy:** Advocating to address systemic gender barriers and foster equitable development;
- **VOICE-4 Innovation:** Pioneering new ideas and scalable solutions to foster gender equality.

Are you passionate about girls' rights? Do you have it in you to travel to the remote corners of India to reach out to thousands of girls and women? Do you believe that you can change someone's life? Are you ready to take on the huge responsibility of being a changemaker? If so, get in touch with us.

Position Overview:

VOICE-4 is seeking a Project Officer (PO) who will be responsible for the implementation of project activities for VOICE partners. The PO will focus on helping VOICE reach scale and expand to new locations in the coming years. This position requires outstanding organisational skills, interpersonal skills, drive, and initiative. The ideal candidate will bring critical and creative thinking to work with all relevant stakeholders and ensure smooth operations of VOICE on the ground.

Key Responsibilities:

The key role and tasks are given below:

- Responsible for the implementation of project activities at the grassroots level in VOICE states, i.e. in Telangana and Bangalore.
- Manage partnership and provide support to relevant stakeholders.
- Schedule, organise, and conduct interviews for short-term consultancy staff

- Recruit, train, and manage counsellors, field coordinators, and teachers for the camps
- Ensure the roll-out of the partner camps in coordination with relevant stakeholders.
- Ensure timely submission of reports and other documents
- Manage and lead field coordinators
- Act on programmatic feedback from VOICE as well as the partner
- Support the Operations Manager in ensuring programme deliverables are accomplished in accordance with the key result areas.
- Analyse the impact assessment data and write reports
- Monitor work plan deliverables, targets, budget and key performance indicators together with the Operations Manager and other staff.
- Report on a weekly basis to the Operations Manager on the key areas of progress, future plans and support needed for the accomplishment of tasks.
- Any other tasks assigned by the management/operations team

Skills and Competencies:

- Master's/Graduate degree with 1-2 years of experience in recruitment
- Preference will be given to candidates below 35 years of age.
- Preference would be given to candidates who have prior experience in managing volunteers/interns
- An excellent grasp of English and Telugu is a must. Fluency in one other Indian language will be an added advantage.
- Strong English oral and written communication skills
- Ability to interact professionally with different stakeholders – from partner representatives to college students and campers
- Ability to think independently and be proactive
- Ability to critically analyse information and revise projects and plans accordingly
- Ability to adapt to new environments and succeed in a start-up environment
- Self-starter, must be able to recognise and complete tasks without constant supervision
- Outstanding organisational skills and work ethic
- Passion for gender development and empowering adolescent girls
- Knowledge of issues pertaining to the development and education of women and girls is a plus
- Ability to travel throughout India and stay on-site for the duration of camps
- Ability to use MS Office or similar applications for basic back-office work; advanced computer skills preferred
- Ability to research information related to programming – from curriculum to potential partners
- Understanding of or interest in progressive teaching methodologies
- Flexibility and willingness to take on a few tasks that are outside the expectations of the position.

Salary:

- For candidates with 1-2 years of work experience, the salary package is Rs. 3,60,000 to Rs. 4,80,000. However, salary is commensurate with experience and is negotiable.

How to Apply:

- Send a CV and short cover note to [**jennifer@voice4girls.org**] with the subject line "Application: Officer Project Officer."
- Visit voice-4.org for more on VOICE-4 programmes and approach.
- Office address: Flat No. 6B, Divya Sai Shakti Apartment, Dwarakapuri, Punjagutta, Hyderabad, Telangana 500082.
- VOICE-4 is an equal-opportunity employer committed to safeguarding standards in all programme and recruitment practices.