Job Title: Senior Programme Officer – Capacity Building

Organisation: Participatory Research in Asia (PRIA)

PRIA is looking for a senior programme officer with expertise in designing, managing, facilitating, and delivering training and capacity-building programmes for civil society and non-profit organisations on organisational strengthening. Specific competencies are required in organisation development, strategic planning, talent management, and programme planning, monitoring, and evaluation. S/he will be responsible for managing and delivering structured training and capacity-building programmes, developing learning materials, training and operational manuals in English and Hindi (preferably), and providing coaching and mentoring to CSOs/ NPOs for their organisational strengthening.

Qualifications
- Master’s degree in social sciences/ management studies
- Minimum 4-5 years of relevant experience, preferably in CSOs/NPOs
- Excellent skills in designing, facilitating, and managing capacity-building programmes
- Strong oral and writing skills in English and Hindi
- Excellent interpersonal, networking and communication skills
- Willingness to travel extensively
- Must be a team player with good interpersonal skills

PRIA is an equal-opportunity employer and provides a conducive and safe environment for learning and working. The organisation is committed to preventing sexual harassment at the workplace and the organisation ensures that all employees, interns, volunteers, and visitors are provided with a safe and clean workplace in which to undertake their work/learning.

Other terms and conditions

- Initial appointment on a contract for 12 months, extendable for a longer period based on performance reviews.
- Salary: Negotiable based on qualification and experience.
- Women candidates with equal qualifications will be preferred.
- Only short-listed candidates will be called for interviews.

The candidates having relevant qualifications need to apply and send their resumes to hr@pria.org at the earliest. While applying, please mention in the cover letter why you find yourself eligible for this position. Also, do indicate the current and expected salary and the joining time required.