

Job Description

Job Title	: Block Program Officer
No. of Vacancies	: 06
Location	: Gumla (Jharkhand)
Full/Part time	: Full-Time
Duration	: One year (renewable)
Remuneration	: Rs. 30,000 – Rs. 40,000/- per month (including all deductions and perquisites)

About Organisation:

EKJUT is a non-profit voluntary organization of India. Its partnering communities are the indigenous people, people living in the underserved districts and the urban homeless. Ekjut works on the theme of Survive, Blossom, Thrive and Transform. For more details about the organisation, please visit the website <http://www.ekjutindia.org>.

About the Position:

The Block Program Officer will be responsible for overall management, coordination, and monitoring of the project activities at the block level, ensuring timely and quality implementation aligned with project goals.

Job Responsibilities:

- Supervise and monitor the implementation of project activities across the block.
- Develop block-specific plans and oversee their effective execution.
- Regularly coordinate and liaise with ICDS, Health Department, PRI members, and other officials to ensure smooth project implementation and promote interdepartmental convergence.
- Provide guidance and support to the field team for achieving project deliverables.
- Act as a nodal point for liaisoning with the district team and take the lead in organizing events, reviews, and convergence meetings at GP and Block levels.
- Facilitate documentation of block-level learnings, challenges, and best practices.
- Any other responsibilities given by the organization for program and organizational development.

Required Competencies:

Educational Qualifications:

- Master's degree in Social Work, Rural Development, Public Health, or related field.

Work Experience:

- Should have 3 to 5 years of experience in block-level program implementation and coordination.
- Experience working closely with government departments and community-level stakeholders.

Skills:

- Strong training facilitation and capacity-building skills.
- Excellent planning, coordination, and communication skills.
- Ability to adapt training approaches based on field realities.

Other:

- Qualified applicants who are women, and/or belonging to minority populations are encouraged to apply.

- Applications are received on rolling basis until fulfilled. Only shortlisted applicants will receive a response from Ekjut HR (Human Resources).
- Must own a 2-wheeler with insurance and driving license.

Interested candidates can submit their application with a covering note and Google Sheet, mentioning the position s/he is applying for in the subject line on email: ekjuthr@gmail.com till 31st May, 2025.