

Centre for World Solidarity (CWS) is a non-profit organisation working towards the development of rural poor communities under various themes. Our operations are spread across 7 states of India. We are looking to recruit the following staff for one of our projects that will start from 1st April 2026 in Andhra Pradesh, Odisha and Telangana states.

State Program Implementer (Grade - Program Coordinator) - 3 Positions

CWS is looking for programme implementers (the lead position for the project/s) for its project “Improving livelihood resilience and well-being of marginalized communities” to implement the project activities in various field locations. The persons will function as program lead and supervise all field-level staff and volunteers. S/he will work in close coordination with senior management and the finance team. They will be stationed in one of the project cluster locations in the concerned states from where S/he will operate.

Major Responsibilities:

- Plan budgeted activities as per the schedule and submit a work-done report every month. The majority of the time should be spent in the field.
- Monitor all spending, avoid financial leakages/mismanagement, and ensure every rupee is spent to achieve the project objectives.
- Achieving the project indicators in the given period of time, reporting the units along with the cost per unit data once in a six-month time period
- Go through the project MoU and follow the policies, procedure and deadline mentioned on it.
- Ensure bills and vouchers are intact and reaching the central office at regular intervals without any delay. Should approve/endorse all bills and vouchers physically.
- Needs to upload geotagged photographs and short videos related to the project activities in CWS's own cloud as and when the event takes place.
- Participate in all review meetings with budget vs actual spending data and proper justifications for not achieving the desired units.
- Coordinate and work along with the project field extension workers and other project staff on project appraisal, monitoring, releasing funds in a timely manner and evaluations.
- Guide and build community leaders' and staff's capacities through training, workshops, work camps, events, exposure and regular hand-holding to work on livelihood enhancement of target communities and document efforts and experiences for further dissemination.
- Expected to interact with the beneficiaries as well as the resource agencies, including government departments, to link the project community with more resources for the community's better upliftment.
- Undertake regular field visits for connecting with beneficiaries to understand their progress and provide handholding support to them.
- Field visit to build the capacity of the beneficiaries and the community as a whole related to the allotted project area.

- Plan and develop IEC materials for awareness, training, campaigns, etc. from time to time as part of capacity building of the community representatives, field extension workers and other project staff and also for advocacy and lobbying on a needs basis.
- Plan & budget, make/disburse required payments with knowledge of the line manager, certify bills & vouchers, submit monthly plans, reports, case studies, surveys, and data collections/compilations; maintain all reports.
- Maintain and update all records, documents, accounts and MIS and make a quick response to the concern of the line manager/authority.
- Responsible for the effective planning and implementation for reaching the goals of different programmes in the state under the guidance of the state director.
- Expected to undertake research studies on issues related to the work of CWS to further the interest of our constituencies. This may be done individually or in collaboration with others under the guidance of the state director or program director.
- Make local contacts and liaise with government officials, PRIs, and elected people's representatives.
- Builds team spirit, activates the systems, structures, and personnel; ensures timely execution of activities; ensures proper MIS; maintains possible confidentiality, accountability, and transparency.
- Participate/represent, support, coordinate and organise in the internal and external meetings/events of CWS, wherever and whenever required, and represent CWS outside and in government meetings related to our work in consultation with the state director.
- Expected to conduct action research projects related to CWS work, whenever assigned. Support other project staff to help them collect, analyse and compile data systematically after the guidance of the director of the programme and the executive director on research methodologies and design for the same.
- Any other activities assigned by the Program Director and the Executive Director, CWS.

Qualification:

Essential - Postgraduate in Social Science/Rural Development/Equivalent from a recognised institution.

Desired – MS Office skills; knowledge of development principles, development sector landscape and technical sector updates. S/he should have had at least 7 years of experience in the development sector, handling a project.

Interested candidates may send their application along with an updated CV/resume to info@cwsorg.in on or before 31st March 2026. CWS is an equal opportunity employer; hence, women candidates are encouraged to apply.