



CMCA is an equal opportunity employer and is committed to creating an equal, inclusive, and diverse work environment.

## JOB DESCRIPTION

|  |   |   |
|--|---|---|
| Position Title:  | Program Associate- Club Program, Kanchipuram  |   |
| Function:  | Program Management  |   |
| Level  | I1, Associate   |   |
| Position Reports to:   | Programs Manager- Kanchipuram   |   |
| Supervises   | NA  |   |
| Location:  | Kanchipuram   |   |
| Type of Employment   | Fixed term for 2 year, Full time  |   |
| <b>Purpose:</b> <i>The Programs Associate is responsible for coordinating and delivering CMCA Multigrade Clubs and Workshops programs in Kanchipuram as well as supporting the Programs Manager in implementing the schools’ programs across locations with the support of consultants . This position is responsible for day-to-day implementation, monitoring and reporting of the programs.</i> |   |   |
| Key Responsibility Areas (KRA)   |   |   |
| KRA  | Description   | Performance Indicators  |
| 1. Coordinate and Implement CMCA’s Club’s program in Kanchipuram & surrounding areas   | <ul style="list-style-type: none"><li>• Schedule &amp; monitor day to day activities</li><li>• Support in identifying schools to participate in the program</li><li>• Support in ensuring identified Consultant Educators is adequately trained in a timely manner</li><li>• Ensure timely availability of program materials</li><li>• Ensure that compliance and diligence processes are adhered to</li><li>• Provide feedback and support to Consultant Educators</li><li>• Support with ongoing stakeholder relationship management including with school management, donors and government departments</li><li>• Take sessions in schools</li></ul> | <ul style="list-style-type: none"><li>• Completion of activities as per plan</li><li>• Ensuring adequate size of facilitator pool is maintained</li><li>• Stakeholder feedback</li></ul>                  |
| 2. Program Impact monitoring and enhancement   | <ul style="list-style-type: none"><li>• Monitor program delivery quality on an ongoing basis</li><li>• Ensure Consultant Educators adhere to the reporting requirements on a timely basis</li><li>• Update required trackers and applications to monitor program delivery</li><li>• Implement evaluation tools as per the MEL domain calendar</li><li>• Actively seek stakeholder and target audience feedback</li></ul>  | <ul style="list-style-type: none"><li>• Timely and accurate documentation</li><li>• Obtain feedback regularly</li><li>• Timely roll out of evaluations</li><li>• Process Improvements suggested</li></ul> |



CMCA is an equal opportunity employer and is committed to creating an equitable, inclusive, and diverse work environment.

|   |  |   |
|---|--|---|
| <b>3. Capacity Building</b>                                   | <ul style="list-style-type: none"> <li>• Keep up to date wrt social, political, education related new thinking, trends, issues</li> <li>• Attend organization training programs</li> <li>• Seek feedback and identify opportunities and avenues to enhance own capability</li> <li>• Build own capability in delivery of quality programs</li> <li>• Support in developing the capability of field consultant and educators</li> </ul> | <ul style="list-style-type: none"> <li>• Quality of ideas/ suggestions</li> <li>• Training programs attended</li> <li>• Independent efforts made to enhance own capability</li> <li>• Timely completion of training of teachers</li> <li>• Number of Volunteers requiring retraining/ mentoring support</li> <li>• Alignment with organization values and principles</li> </ul> |
| <b>4. Grow the CMCA footprint</b><br>(Stretch Responsibility) | <ul style="list-style-type: none"> <li>• Be a champion for CMCA and represent the organisation within the location/ region</li> <li>• Identify opportunities to grow and expand the reach of CMCA - depth and breadth</li> <li>• Support organisation initiatives and contribute to other areas as needed</li> <li>• Provide suggestions for improvement</li> </ul>  | <ul style="list-style-type: none"> <li>• Feedback from other department colleagues</li> <li>• External connections made/ nurtured</li> <li>• Programs expansion</li> </ul>  |

### ***Person Profile:***

|                             |  |
|-----------------------------|--|
| <b>Education Background</b> | <ul style="list-style-type: none"> <li>• Minimum: Bachelor's degree in social science / humanities/social work or equivalent</li> <li>• Desirable: A Master's degree or equivalent</li> </ul>  |
| <b>Years of experience</b>  | <ul style="list-style-type: none"> <li>• 0-3 years of relevant experience in social sector</li> </ul>  |
| <b>Industry Exposure:</b>   | <ul style="list-style-type: none"> <li>• NGO of a similar nature</li> <li>• School or College</li> </ul>   |
| <b>Type of Experience:</b>  | <ul style="list-style-type: none"> <li>• Basic computer skills- Microsoft tools such as Word/ PowerPoint/ Excel; Internet usage; familiarity with Apps</li> <li>• Exposure to teaching, working with students/ education is highly desirable, though not mandatory</li> <li>• Strong language skills in English</li> </ul> |