Project Officer

Full-time position
Base location: Kailash Colony, New Delhi
Reporting Line: CTO
Start date: 1st March 2020
Remuneration: Dependent on experience

Role Background

Oorja is seeking a Project Officer with 1–3 years' experience in the social sector in India. The Project Officer will be responsible for impact and project data collection, analysis and management, fostering and maintaining partnerships with grassroots organisations, technology providers and other stakeholders, and donor/investor/impact report writing. The Project Officer will also prepare and publish digital content for Oorja's social media platforms and website and manage all organisational communications. The ideal candidate is technology-savvy with excellent written communication and analytical skills.

Key Duties

- Digitise and analyse customer and site data for needs assessment and site selection
- Select and assess new partner organisations viz. NGOs, farmer producer organisations; liaise with existing partners
- Design and conduct quantitative and qualitative impact Monitoring & Evaluation (M&E)
- Collect, clean, store and manage both qualitative and quantitative data
- Prepare progress and project reports; report to investors and funders
- Create and publish content for social media, website, monthly newsletters and other publications
- Liaise with technology vendors

Roles and Responsibilities

The key responsibilities of the Project Officer will include, but are not limited to:

Project Management

- Digitalisation of data collected from needs assessments and site surveys prior to implementation of solar projects
- Developing and maintaining a pipeline of feasible and shortlisted project sites
- Analysis and presentation of demographic, socio-economic, agricultural and geographical data relevant to solar projects (resource potential, ability and willingness to pay, cropping patterns, etc.)
- Preparing and presenting monthly, quarterly and annual project reports on KPIs and impact indicators to the management
- Following up with vendors/suppliers and transport companies for timely delivery of equipment and goods; keeping track of product and equipment warranties
- Support to ensure delivery of project deliverables on time

Partnerships

- Research, identify and conduct due diligence on local grassroots partners (agricultural NGOs, community organisations, farmer producer organisations, etc.) to assess their relevance and fit with Oorja's mission and activities
- Networking and liaising with other local stakeholders including NGOs, self-help groups, government departments, etc.
- Lead site visits with new partners
- Share insights from partner meetings effectively in team meetings and translate the insights into recommendations and plans

Impact Management

- Provide input into the finalisation of Oorja's monitoring and evaluation design and data collection instruments and tools; develop new tools if required
- Lead impact data collection: conduct individual impact assessment surveys; organise and lead focus group discussions
- Oversee the cleaning, storage and management of both qualitative and quantitative data
- Analyse and present impact data in a suitable format
- Report writing for internal and external audiences: project reports; performance and impact reports; reporting to investors in designated format

Communication & Other

- Production of written, graphic and audio-visual material to showcase Oorja's projects and impact
- Design, production and publishing of content for social media, website, monthly newsletters, blogs and other publications
- Development, managing and scheduling social media content and other communications
- Support management with writing of fundraising applications
- Perform any other tasks assigned from time to time by the management

Skills & Qualifications

- Up to 3 years of relevant professional experience in the social sector in India
- Post-graduate degree in any discipline with an understanding of social/development sector in India
- Expertise in impact monitoring and evaluation methodologies, tools and software; prior experience in designing and collecting field data in rural India
- High degree of computer literacy with command of data collection and analysis tools (MS-Office, etc.); graphic design and photo editing skills (Adobe Creative Suite) a plus
- Excellent communication skills, both verbal and written, are required in both English and Hindi
- Demonstrated organisational skills and attention to detail; ability to work independently to meet deadlines and adhere to high quality standards
- Able to work within a multidisciplinary, international team with sensitivity and respect for diversity
- Ability and willingness to travel to rural areas of India for fieldwork
- Familiarity with the energy access and development challenges in rural areas of India

Benefits

- Ownership over diverse set of tasks
- Dynamic and flexible working environment
- Strong social and environmental impact of your work

How to Apply

Please send your CV and cover letter to **careers@oorjasolutions.org** with the subject line **"Project Officer – *Your Name*"**. *Please don't forget to put your name in the subject line!*

More information about Oorja can be found at www.oorjasolutions.org.

Selection process: 2 interviews (1 phone; 1 in-person), completion of an assignment, reference checks.
Probation period: 3 months

Apply By

7th February 2020

Equal Opportunities and Non-Discrimination Statement

Oorja Development Solutions India Pvt Ltd is an equal opportunity employer that values and respects the importance of a diverse and inclusive workforce. It is the policy of the company to recruit, hire, train and promote persons in all job titles without regard to religion, race, caste, sex, place of birth, sexual orientation, gender identity, disability, or age. Oorja endeavours to provide a safe, diverse and comfortable workplace. Oorja will not adversely discriminate, and prohibits other adverse discrimination at the workplace, against any person on its premises, whether that person is in its employment or otherwise. Diversity is an ideal breeding ground for creativity, innovation and cooperation. If you can contribute to our organisation, you are welcome, regardless of your roots, religion, age or gender.