

CBM India Trust

Position Profile

CBM India Trust is committed to improving the quality of life of people with disabilities. CBM India addresses disability as a cause and consequence of poverty in the most disadvantaged communities of the world. We work in partnership with local, national, and international actors with the aim of creating a more equal society for all. Our vision is to have an inclusive world in which all people with disabilities enjoy their human rights and achieve their full potential.

Position: Programme Associate / Programme Officer

Location: Bengaluru

Reporting to: Lead Programmes

Objective:

We are seeking a dynamic and committed **Programme Associate** to lead and support the implementation of inclusive, community-based development projects. The role encompasses engaging in key thematic areas such as Livelihoods, Environment, Inclusive Education, and Humanitarian Response etc. The incumbent will be responsible for project cycle management, financial oversight, team leadership, partner coordination, and stakeholder engagement while promoting disability inclusion and rights-based development.

Responsibilities:

- **Project Implementation:**
Lead and coordinate inclusive, community-based projects from planning to execution, ensuring alignment with strategic objectives and community needs.
- **Project Cycle Management (PCM):**
Oversee all phases of the project lifecycle including planning, budgeting, execution, monitoring, evaluation, and closure.
- **Financial Management:**
Ensure prudent financial management of projects including budget development, expenditure monitoring, and financial reporting in collaboration with the finance team.
- **Proposal and Grant Development:**
Develop high-quality proposals, concept notes, and donor-specific reports; identify new funding opportunities.
- **Team Management and Capacity Building:**
Supervise project teams; build team capacity through coaching and training; ensure high-quality delivery and performance.
- **Partner Management:**

Maintain strong, collaborative relationships with implementing partners; support their capacity strengthening; ensure partner compliance and timely reporting.

- **Monitoring, Evaluation & Reporting:**

Develop and implement effective monitoring systems; analyze data; prepare progress reports and case studies to inform learning and accountability.

- **Stakeholder Engagement:**

Engage with government departments, NGOs, community-based organizations, and other stakeholders to enhance project relevance and sustainability.

Qualifications and Experience:

- Master's degree in Social Work, Agriculture, Development Studies, Rural Development, Livelihoods, Public Health, Social Entrepreneurship, Business Administration, Education, or a related field.
- Minimum 3–7 years of relevant experience in managing development or humanitarian programmes.
- Demonstrated experience in partner coordination, PCM, budgeting, proposal writing, donor compliance, and team leadership.

Skill Sets:

- Strong understanding of disability rights, inclusion strategies, and accessibility frameworks.
- Experience in facilitating training, sensitization workshops, and mainstreaming inclusion.
- Excellent facilitation, communication, and interpersonal skills in English, Kannada, and Hindi.
- Proficiency in MS Office (Word, Excel, PowerPoint) and documentation; ability to conduct basic data analysis.
- Strong organizational and analytical skills.
- Willingness and ability to travel extensively within project locations.

Other requirements

- The future job holder adheres to CBM India Policies and procedures, commits to CBM's Child Safeguarding Policy and Code of Conduct, and follows CBM's safety & security protocols.

CBM India encourages persons with disabilities and women to explore this important opportunity. Share your profiles to jobs@cbmindia.org