

**Terms of Reference
Programme Manager
Centre for Responsible Business**

ABOUT CRB

Centre for Responsible Business (CRB) was established in 2011 as a think-tank to pursue its vision, 'businesses integrate sustainability into their core business practices'. Given that sustainability is a multi-dimensional problem especially in the context of India and other emerging economies, CRB has adopted a model of engaging multiple stakeholders to develop action plans for promoting sustainable/responsible business, across various sectors in India. The work of CRB spans over four operational verticals namely, a) action and policy work; b) training and capacity building c) customized advisory services d) multi-stakeholder knowledge fora.

The organization works across a diverse set of thematic areas which include (i) business and human rights; (ii) Private Sector & SDGs; (iii) MSMEs & sustainability; (iv) Circular economy and (v) Voluntary sustainability standards. With an experience of having worked for over a decade in the abovementioned fields, CRB has developed expertise and insights that positions it well among leading think tanks on sustainable development/sustainable business. More information can be found at www.c4rb.org.

Job Title:	Programme Manager	Job Category:	Full Time
Department	Programmes	Location:	Delhi
Reporting:	Aditya Petwal Director	Position Type:	Permanent (Contractual for 3 years)
Date Posted:	08 May 2024	Last Date of Application:	7 June 2024
Mode of Application	To apply please send your CVs and a letter explaining why you want to apply for the position to hr@c4rb.in		
External Posting URL:	LinkedIn and job portal		
Internal Posting URL:	Company website		

Overview:

We are seeking a Program Officer for Research and Documentation to join our dynamic team. This role is crucial for advancing our organization's mission through meticulous field-level data collection, effective event management, and the delivery of field trainings. The ideal candidate will have a strong background in research methodologies, experience in organizing and managing events, and the capability to conduct educational and training sessions in the field.

Key Responsibilities:

- **Field-Level Data Collection:** Assist in designing and implementing data collection strategies to gather accurate and relevant data from the field. This includes developing tools and methodologies for data collection, ensuring the reliability and validity of data, and conducting qualitative and quantitative research.
- **Event Management:** Plan, organize, and manage events such as workshops, conferences, and training sessions. This includes coordinating logistics, managing budgets, liaising with vendors and participants, and ensuring events run smoothly and effectively.
- **Conduct Field Trainings:** Assist in developing and delivering training programs to various stakeholders at the field level. Tailor training materials and sessions to meet the specific needs of the audience, ensuring the effective transfer of knowledge and skills.
- **Documentation and Reporting:** Compile, analyse, and document research findings and training outcomes. Prepare comprehensive reports, presentations, and publications to disseminate findings and insights to a wider audience, including stakeholders, partners, and donors.
- **Stakeholder Engagement:** Engage with community members, local organizations, and other stakeholders during field visits and events. Build and maintain positive relationships to support the organization's objectives and enhance community engagement.
- **Collaboration:** Work closely with other departments and teams within the organization to ensure the alignment of research and training activities with overall organizational goals.

Qualifications:

- **Education:** Master's degree in Natural Resource Management, Environmental Studies, Development Studies, or a related field.
- **Experience:** At least 5-8 years of professional experience in research, documentation, and event management. Prior experience in conducting field trainings and workshops is highly desirable.
- **Research Skills:** Strong background in research methodologies, both qualitative and quantitative. Proficiency in data analysis software is an advantage.
- **Organizational Skills:** Excellent organizational and project management skills, with a proven ability to manage multiple tasks and deadlines efficiently.
- **Communication Skills:** Exceptional written and verbal communication skills. Ability to prepare clear and concise reports, presentations, and training materials.

- **Interpersonal Skills:** Strong interpersonal skills with the ability to engage effectively with a wide range of stakeholders, including community members, partners, and government officials.
- **Language Proficiency:** Fluency in Hindi and English is required; proficiency in additional languages relevant to the field locations is a plus.

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