



Job Specifications for Lead - Programme

Location: Kolkata – West Bengal (with frequent travel across Jharkhand & Tripura)

Number of Vacancy – 01

Reporting to: Director - Programme

Organization / Program Information: Udyogini, a leading NGO of Central India looking a passionate and experienced individual to coordinate its programmes aiming at integrated holistic development and strengthening community institutions (WEGs / Federation/ FPO/ Cooperative) in Jharkhand, Tripura and West Bengal. To know more about, visit [Udyogini - Empowering Women Through Enterprise](#)

Key Responsibilities:

I. Function:

- Providing strategic leadership and operational oversight for Udyogini's programmes in Jharkhand, Tripura and West Bengal.
- Ensuring effective planning, implementation, monitoring, and delivery of programme interventions in line with organizational and donor objectives.
- Building and strengthening partnerships with Government departments, CSR partners, foundations, financial institutions, and other key stakeholders.
- Leading resource mobilization efforts by identifying funding opportunities and supporting proposal development.
- Driving sustainable livelihood, enterprise development, and value chain initiatives for women entrepreneurs and producer institutions.
- Leading, mentoring, and strengthening the state programme team to achieve programme goals and organizational objectives.
- Ensuring quality implementation, donor compliance, financial accountability, and effective utilization of programme resources.
- Promoting innovation, institutional learning, and continuous improvement in programme delivery.
- Representing Udyogini in external forums and building the organization's visibility and strategic partnerships in the region.
- Contributing to the growth and expansion of Udyogini's programmes in alignment with the organization's vision, mission, and strategic priorities.

II. Specific Responsibilities

A. Program Leadership and operations (40% of time)

- Provide strategic and operational leadership for all programme interventions in Jharkhand, Tripura and West Bengal.
- Ensure timely and high-quality implementation of projects in accordance with donor commitments, organizational standards, and approved work plans.
- Prepare and monitor Annual Plan of Operations (APOs), budgets, implementation schedules, and project milestones.



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- Ensure achievement of programme outputs, outcomes, and key performance indicators.
- Lead programme reviews, field monitoring visits, and periodic assessments to improve programme quality.
- Strengthen programme planning, execution, documentation, and reporting systems.
- Facilitate innovation and adaptive programme management based on field learning and emerging opportunities.
- Build and maintain effective coordination among programme, MEL, Finance, HR, and Operations teams.
- Submit periodic programme updates and management reports to the Director – Programme/CEO.

B Livelihoods, Enterprise & Value Chain Development (20% of time)

- Identify and promote sustainable livelihood opportunities, enterprise models, and value chains suitable for women entrepreneurs and producer institutions.
- Support incubation and strengthening of Farmer Producer Organizations (FPOs), Women Enterprise Groups (WEGs), producer collectives, and social enterprises.
- Facilitate value chain assessments, market linkages, business planning, and enterprise development.
- Promote climate-resilient, market-oriented, and inclusive livelihood models.
- Coordinate capacity-building initiatives for entrepreneurs, producer groups, and programme teams.
- Facilitate partnerships with market players, technical agencies, and financial institutions to strengthen enterprise development.

C. Business Development, Resource Mobilization and Partnerships (25% of time)

- Identify and develop new programme opportunities with CSR partners, government departments, multilateral agencies, international foundations, and development organizations.
- Lead donor mapping, opportunity scanning, and strategic networking within Jharkhand, Tripura and West Bengal.
- Coordinate proposal development, concept notes, budgets, and technical inputs in collaboration with programme and finance teams.
- Build and manage relationships with existing and prospective donors, partners, and consortium members.
- Represent Udyogini in meetings, forums, consultations, and stakeholder platforms.
- Ensure timely submission of quality donor reports and compliance with donor requirements.
- Support fundraising initiatives for both programme and enterprise development.

D. Team Leadership & Institutional Strengthening (15% of time)

- Lead, mentor, and build the capacity of programme teams across both states.
- Monitor team performance, provide regular feedback, and support performance management processes.
- Foster a collaborative, learning-oriented, and accountable work culture.



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- Ensure adherence to Udyogini's policies, systems, financial controls, safeguarding standards, and compliance requirements.
- Work closely with MEL teams to strengthen monitoring systems, documentation, impact measurement, and knowledge management.
- Coordinate with Finance and HR teams to ensure effective utilization of resources and smooth programme operations.
- Identify institutional strengthening opportunities and contribute to organizational strategy and process improvements.

Qualification & Experience:

- 1) Post-graduate degree in education, social sciences, management or social work.
- 2) 12-15 years of experience in programme implementation, business strategy & rapid scale expansion in the development/corporate sector with 5-7 years of leadership experience.
- 3) Result orientation, effective leadership, strong communication skills, influencing skills, stakeholder management, strong inter-personal skills and ability to work with people from varied backgrounds and levels.
- 4) Sensitive to issues of gender equality
- 5) Fluency in English and Hindi, spoken and written. Fluency in regional language will be an added advantage.
- 6) Strong analytical skills with knowledge of statistical tools are preferred.
- 7) Communication skills, written and verbal are desirable
- 8) An eye for detail and precision is desirable
- 9) Problem solving and an ability to strategic thinking
- 10) Value alignment with that of Udyogini and a passion for women empowerment.
- 11) Strong computer and digital literacy. Any other computer, digital, data analysis and comprehension are a must.
- 12) Willingness to travel extensively across the region

Compensation: INR 12,00,000 per annum to INR 13, 50,000 per annum

How to Apply: Please share your updated CV to **hr@udyogini.org** along with a cover letter mentioning why you are a good fit for this position by **September 10, 2026**. Do not forget to mention the name of the position in the subject line along with the location in your mail.