

## Job Description : Programme Associate

### Position: Programme Associate

Reporting Authority: Sr Programme Associate/Project Lead

### Location: Barpeta, Assam

Role Purpose :

- Key position to ensure result oriented implementation of programme
- Ensure transformative change process in the project participants.

#### i. Responsibilities: Primary

##### a. Programme Implementation:

- Point position for implementing any project assigned by the organisation at the field level.
- Prepare project implementation plan – activities and financial – as per the organisation policy
- Develop activity contents and identify resources needed for execution of the same.
- Ensure that all reports of all the activities are prepared and filed for records
- Understands the project management cycle and utilizes tools (including detailed implementation plans) effectively to implement and achieve project results, and comply with donor requirements, government, and partnership agreements.
- Systematically reviews risks and challenges to quality implementation and compliance and develop clear and timely mitigation strategies including resources required

##### b. Project Monitoring

- Ensure that the project delivers evidence based results – quantitative and qualitative
- Regularly updates project work plans to reflect a changing environment and present it for the review
- Monitors appropriate benchmarks, targets and performance indicators and report to reporting authority for decision making
- Articulates changes in project activities (if any) clearly and produce clear documents justifying changes, analysis of change impact, and budget impact.
- Ensure that the activities and financial forecasting and utilisation follows the compliance and accepted norms.
- Work closely with MEAL Associate to update the project MIS regularly

##### C. Project Reporting

- Produce well-documented, accurate, quality narrative and financial reports in line with donor reporting requirements.
- Creates an efficient knowledge management system/approach that helps learning, sharing, scaling up, and innovation.
- Ensure that the project accounts are settled with appropriate documents – activity reports, bills, statements

#### ii. Responsibilities: Secondary

- Represents FST at different forums.
- Supervise the work of the staff reporting to the position
- Assist the organisation in development of new project
- Any other works assigned by the organisation

### Application Process

Interested candidates should apply to the **Executive Director** at [careers@fstindia.org](mailto:careers@fstindia.org) immediately. Shortlisted candidates will be invited for a formal written test and interview before final selection. Kindly submit your resume on or before 15<sup>th</sup> April'2026.

**Note:** Preference will be given to candidates from Barpeta.

For more details about the organization, please visit [www.fstindia.org](http://www.fstindia.org).

**Salary:** 3 to 3.3lacs per annum depending on the experience.