

Foundation for Social Transformation: enabling north east india

The Foundation for Social Transformation: enabling north east india (FST) is a not for profit, feminist, gender just, apolitical, indigenous philanthropic organization, conceived, led and managed by people from the region to support progressive grassroots initiatives in the North East India. Founded in 2005, FST works towards supporting community led solutions that contribute towards creating a just, peaceful and equal society. As an indigenous philanthropic organisation FST focuses on transforming the lives of vulnerable people by creating a cadre of change agents in marginalised rural and urban communities and established a culture of community giving for social justice and built a strong network of grassroots groups in NE India.

FST has three strategic issues - a. Rural and Informal Economy, b. Gender and Patriarchy, c. Protection of Environment and Natural Resources. Youth, Women and Marginalised Groups are the three project participants in all the interventions of FST.

Foundation for Social Transformation is looking for a **Senior Program Associate for our** Barpeta projects.

Duty Station- Barpeta Town

Reporting To –Program Lead

Joining Date: As early as possible

Programme Management:

i. Responsibilities Primary

a. Ensure that the programmes deliver agreed transformative changes

- Ensure that the project implemented and supervised by the position follows the agreed framework
- Ensure that the project delivers the agreed results
- Ensure that the engagement with the key stakeholders is meaningful
- Provide road map and strategies for the projects to bring transformative changes
- Work closely with the Programme Lead in developing proposals
- Identify the needs for capacity building of team members and arrangement of same.
- Identify and ensure availability of resources needed by the team to implement the project
- Identify networks, organisations, individuals that are working on similar issue and establish relationships
- Represent the organization in various programme-related knowledge-sharing and learning forums, document and share feedback with the team

b. Programme Monitoring

- Monitor that the project activities are coherent with the results

- Ensure that the monitoring process follow the entire project cycle and mentor the team with support from the MEAL associate
- Ensure that qualitative and quantitative results are monitored – data collected and analysed with support from MEAL associate
- Ensure that reports produced for organisation and donors capture the transformative changes and agreed results
- Work closely with MEAL Associate and Programme in generating evidence-based reports to take informed decisions
- Ensure that activities and financial forecasting plans and expenditure for each project's follow the statutory compliance of the organisation and government policies

ii. Responsibilities Secondary

- Ensure an empowering work environment and team building in compliance with FST's values, principles and attitude
- Ensure an enabling environment for staff performance, recognition and reward of the program team to encourage staff productivity, innovation and performance (e.g. facilities, equipment, duty facilitation, team building etc.)
- Participate in the review of staff job descriptions and setting of performance standards
- Involves in the recruitment of staff under the supervision of HR.
- Ensure that performance records of staff under supervision are submitted to HR on time.
- Provides induction, training, coaching, mentoring and advice to supervised staff to ensure that they understand and carry out their responsibilities effectively

Expertise, skills and knowledge

- Master in development studies or social work
- At least 6 years of progressively professional work experience in design, implementation and evaluation of education, rural development and climate change programmes.
- Must have deep understanding of feminist perspectives; issues of social barriers that prevent girls in accessing education.
- Demonstrated experience in managing, mentoring and coaching staff.
- Conversant with government education programmes
- Demonstrated skills and experience in report writing, donor compliance and budget management.
- Ability to Identify and synthesis best practices and lessons learned to promote knowledge management and sustainability.
- Willing to travel and ability to work in hard to reach hard to stay areas and familiar with programming for vulnerable children especially young girls and boys.
- Promotes high performance among project staff and provides vision and direction.
- Establishes effective partnerships with external stakeholders

Last date for application: 10th September'2026

Interested candidates apply to the Executive Director at careers@fstindia.org immediately with the resume and cover letter. Short listed candidates will be invited for a formal written test and interview before final selection. Refer www.fstindia.org for further details about the organisation. Candidates from Assam are encouraged to apply. Salary: 5 to 5.1lacs per annum (CTC) depending on the experience.

Kindly mention your Expected Salary.

We are an equal employment opportunity provider.