



## CALL for APPLICATIONS

|                             |   |
|-----------------------------|---|
| <b>Title</b>                | PROGRAM OFFICER, Livelihood Support Program |
| <b>Job code</b>             | POLSP22                                     |
| <b>Location</b>             | Thrikaipetta, Kalpetta, Wayanad (D), Kerala |
| <b>Application Deadline</b> | October 12, 2022                            |
| <b>Start Date</b>           | Immediate                                   |

### i. About Uravu Indigenous Science and Technology Study Centre

Uravu Indigenous Science and Technology Study Centre commonly known as Uravu located in Thrikkaipetta village of Wayanad District, Kerala is a not-for-profit bamboo based developmental organisation that strives for rural empowerment through sustainable solutions. Established in 1996, Uravu works with people, governments and businesses to facilitate initiatives with the prime motive of sustainable development and implements focused end to end programs in the bamboo sector. Today we are in the process of evolving as an umbrella organisation in bamboo with interventions across eight different verticals of the 'green gold', the most important ones being bamboo products based livelihood support program, bamboo plantation based ecological restoration programs, bamboo knowledge dissemination programs in the form of skill development trainings, workshops and bamboo construction focussing on sustainable buildings and green architecture.

Visit our website [www.uravu.in](http://www.uravu.in) / [www.uravustore.com](http://www.uravustore.com) for more information.

### ii. Context

Uravu has been undergoing a period of comprehensive transformation and rebuilding. The focus of this effort is to build the necessary framework and capacity to mitigate organisational challenges, realign our vision and activities to suit the demands of the changing times and thereby ensure that the message we carry stays relevant. We are thus looking for individuals who can adapt to the demands of a grass-root development organisation undergoing a phase of transition and transformation.



### **iii. About Livelihood Support Program**

The Livelihood Support Program (LSP) in Bamboo is one of the flagship initiatives of Uravu Indigenous Science and Technology Study Centre. Through this initiative, more than 100 artisans- majorly rural women- find their livelihood by making eco-friendly handcrafted bamboo products. The beneficiaries of LSP are organised in the form of SHGs/producer groups and are provided with hand-holding support from Uravu.

The primary objectives of the Livelihood Support Program are to ensure that:

- i) The SHGs/producer groups particularly the most vulnerable ones **have regular employment and source of income.**
- ii) The SHGs/producer groups receive pre and post-production facilities with optimum quality.

Through the livelihood support program, Uravu offers six layers of support to an SHG or a producer group to sustain. They are:

- a) Raw Material support
- b) Training support
- c) Technical support
- d) Design Support
- e) Marketing support
- f) Space

A particular unit can choose to avail all levels of support or particular areas based on their capacity and requirement.

### **iv. JOB PROFILE**

The Program Officer will be in charge of the Bamboo products based Livelihood Support Program and will be the primary person responsible for its effective functioning. He/she will be primarily striving to strengthen the program by efficiently coordinating and implementing the policies, activities and business strategies aiming at achieving 300 workdays per beneficiary per



year alongside ensuring the welfare of the Self Help Groups. The POLSP will be reporting to the Chief Operating Officer.

#### **v. Major Duties and Responsibilities**

- ¥ **In charge of the Self Help Groups-** responsible for the day-to-day smooth functioning and development of the Livelihood Support Program and the welfare of the beneficiaries that are part of the SHGs.
- ¥ **Business sustainability of Livelihood Support program-** Primary person responsible for sale targets related to Livelihood Support Program. He/she will be directly handling the clients and enquiries that come through different channels and is responsible for converting them into orders. The program officer will be the interface between the market and the production process. The program officer will be holding a weekly business development meeting with the COO to update regarding the existing orders and work scheduled for a week. The POLSP should also be in a position to suggest new initiatives to enhance the business potential of the program.
- ¥ **Coordination and follow-up of the production process-** The program officer through the Production supervisor, Common Facility Centre incharge, Purchase, Packing and Despatching sessions shall ensure that the production process is progressing as per the schedule and the deadlines are met.
- ¥ **Relationship with stakeholders-** As in charge of LSP, he or she shall ensure that a cordial and warm relationship is maintained with all the stakeholders including different agencies/ partner institutions/ clients/ customers, etc.
- ¥ **Reports-** Ensure the required financial and narrative reports for monitoring and documentation purpose are maintained and submitted from time to time.
- ¥ **Coordination with other verticals-** Coordinate with other sessions to arrange training and other required programs for the development and empowerment of our stakeholders.

#### **vi. Key Attributes and Job Requirements**

- ¥ Masters in Business Administration, Social Entrepreneurship or any other related area of studies.
- ¥ 0-4 years experience in related roles preferred.
- ¥ Excellent communication skills- fluency in written and spoken Malayalam and English is a must.
- ¥ Multi-tasking skills and ability to work under pressure, self organised.



- ¥ Ability to effectively coordinate and manage timelines.
- ¥ Flexibility to adapt to complex, diverse and challenging situations.
- ¥ Team player with strong interpersonal skills.
- ¥ Problem-solving approach and willingness to learn and apply new skills.
- ¥ Ability to understand the sensitive nature of grass-root and communicate effectively and function culturally with all levels.
- ¥ Be sensitive towards and have compassion for the people on the ground.
- ¥ Strong command of MS office.
- ¥ Documentation and report writing.

#### **vi. Salary and Application Process:**

**Salary** : As per experience and ability- Negotiable.

**Application Process** : Interested candidates please email the latest CV and cover letter detailing how you would fit for the job, to **uravu.hr@gmail.com**. For the mail, please use the subject heading: **Program Officer- POLSP22**

Short listed candidates will be invited for an online Interview.

**Deadline for application** : **October 12, 2022**

**Date of Interview** : Immediately after the closure of the application process.  
Shortlisted candidates for interview will be intimated over e-mail.

**Start Date** : Immediate