



## **Bharat Rural Livelihoods Foundation**

Job Description – Executive, Capacity Building

**Position:** Executive – Capacity Building  
**Location:** Delhi with travel to BRLF geographies of operation  
**Number of Positions:** One  
**Reports To:** Head – Research , MEL & CB  
**Nature of Employment:** Full-time contract with benefits

### **About BRLF**

The Ministry of Rural Development set up Bharat Rural Livelihoods Foundation (BRLF), Government of India (GOI), as an independent organisation under the Societies Registration Act to facilitate civil society action in partnership with the State and Central Governments to transform the livelihoods and lives of rural households, with an emphasis on women, particularly in the Central Indian Tribal Region.

BRLF is a unique and first-of-its-kind initiative. The Foundation is a partnership between the government, on the one hand, and private sector philanthropies, as well as public and private sector undertakings (under Corporate Social Responsibility). Significant functions of BRLF are fostering strategic partnerships with state govt for improving program outcomes, providing financial grants to Civil Society Organizations (CSOs) to meet their human resource and institutional costs for up-scaling of proven interventions, investing in institutional strengthening of smaller CSOs, capacity building of professional human resources working at the grassroots, and to create a knowledge Hub for the sector.

For more details, please visit BRLF's website <http://www.brlf.in>.

### **Position Purpose**

One of BRLF's key mandates is to address the capacity-building needs of institutions and rural professionals for robust on-ground interventions with an outcome-based. Towards this end, the capacity-building vertical of BRLF seeks to engage positively with aspiring and existing cadres of social sector professionals, CSOs, and government institutions undertaking various rural livelihood and NRM interventions on the ground.

Our initiative to nurture the capacities of young professionals addresses the capacity-building challenge of CSOs, government institutions and missions, frontline functionaries, community-based organisations (SHG, FPOs), and PRIs. Our initiatives focus on learners who aspire to work or are currently engaged in 9 agroecology zones in the Central Indian Tribal Belt and the Northeast.

The Capacity Building framework of BRLF focuses on nurturing three critical components of learning, namely, 1) Technical skills core to the design, development and implementation of effective NRM and livelihood interventions; 2) Professional skills that enable operational excellence in the design and delivery of sustainable livelihoods interventions; 3) Leadership skills that are critical for effective institution building and long-term socio-cultural transformation.

BRLF has several capacity-building offerings in rural livelihoods designed based on the emerging needs of our key stakeholder groups. In addition, long-term work on entitlements, social security, and livelihoods also requires strengthening local governance institutions. Towards this end, BRLF intends to institutionalise learning initiatives for Frontline functionaries, CSO staff, PRI representatives, and community leaders in collaboration with State and central governments.

### **Role and Responsibility:**

As Executive -Capacity Building, your role will be to effectively manage and facilitate all critical initiatives of the CB vertical, including University partnership programmes, State partnership initiatives for capacity building and the digitally enabled learning infrastructure that facilitates seamless learning and action amongst all participants of BRLF CB initiatives.

You are expected to ensure that BRLF mandates and principles of excellence, equity and accountability are reflected in executing all critical initiatives of the BRLF CB vertical.

Your key responsibilities associated with the role shall be,

- Manage and facilitate existing offerings of BRLF CB vertical in partnership with universities and partnering institutions.
- Development of context-relevant, high-quality learning modules in rural livelihoods, tribal development, NRM, institution building and leadership for CSO associates, frontline functionaries, CBO members, young aspirants and rural professionals engaged in enhancing sustainable livelihood opportunities for tribal and vulnerable communities in India.
- Development of tailored capacity support plans for specific participant groups; preparation and update of the curriculum and handbooks/ manuals of various CB initiatives.
- Ensure appropriate quality control mechanisms for designing and implementing successful BRLF CB initiatives.
- Assist in developing suitable partnerships with universities, other training and educational institutions, NGOs, and corporate sector efforts to co-learn, scale up, and draw on their domain expertise and knowledge.
- Ensure coordination, preparation, and timely delivery of training activities and schedules for each year in consultation with the head of the CB vertical.
- Anchor development and execution of capacity-building strategies for BRLF's partner CSOs.
- Explore partnerships with course accreditation agencies to obtain accreditation for various capacity-building courses and programs as needed.
- Support setting up digital platforms, process flow systems and infrastructure for blended learning.
- Coordinate ICT and e-interface for participants to create a community of practice with the possibility of continuous learning between classrooms and after the course itself.
- Monitor and review the impact of capacity-building initiatives, monthly and quarterly reporting with real-time tracking of project progress, and documentation/ dissemination of lessons learned amongst all key stakeholders identified in consultation with the Head of the CB vertical.
- Development of knowledge pieces, report briefings and other collaterals that emerge from/for the CB programme.

- Work towards the sustainability of various program offerings; support budget development and fundraising for the various capacity-building programs; track expenditures; and assist in monitoring the program's financial health.
- Recommend and support the development of new program strategies or products that reflect BRLF's strategic vision and goals.
- Support the Cultivation of strategic relationships with various government institutions, funding agencies, corporate groups, key donors, and private sector entities for the smooth implementation and resourcing of multiple project activities and synergy with more extensive national and state government programmes and directions.
- Assist in designing and implementing Capacity-Building events, seminars, trainings, and workshops on critical themes of rural livelihoods, sustainability, and tribal development.
- Represent BRLF's interests to the public and professional counterparts through meetings, conferences, and presentations.
- Create and foster a reputation for quality and performance with collaborating institutions.

### **Educational Qualification & Experience**

As Executive - Capacity Building, you will...

- Possess a postgraduate degree or PhD in Social Sciences, Development Studies, NRM, Social Work, Business Management, Sustainable Development, or any other related field from a reputed institution that is directly relevant to the job profile.
- Minimum six years of relevant work experience
- Ability to design and execute capacity-building strategies based on precise needs identification and understanding of the operating context,
- Demonstrable experience of working with government/academic institution/ civil society organisations for capacity building of CSOs, Governments and other stakeholders.
- Have sound knowledge of principles and practices related to tribal development, sustainable livelihoods, education, and nutrition in rural India.
- Have excellent communication skills in English and Hindi
- Excellent interpersonal, coordination, and networking skills coupled with the ability to build strong and lasting relationships with stakeholders.
- They should have a good understanding and knowledge of the requirements of the capacity-building program and have proven experience in Curriculum planning, pedagogy design, and implementation.
- Have experience in developing and managing programmes and budgets and training interventions with community representatives, youth, CSO/CBO members, and government functionaries.
- Knowledge of Microsoft Office and Windows-based computer applications and database management is essential.
- Be familiar with existing skill development programmes offered in India by multiple institutions for different target groups.

### **Skills & Competencies**

As Executive -Capacity Building, you...

- Must have proven experience in designing, facilitating and managing capacity-enhancement initiatives in the social sector/ academic institutions.
- Must have good problem-solving skills and be resourceful and proactive.
- Should be able to work independently and be organised in your work to ensure that tasks are completed in a timely and effective manner.
- Must have excellent interpersonal, coordination, and communication skills and authentic professional conduct when dealing with all aspects and stakeholders of capacity-building initiatives.
- They are expected to be creative, strategic, and analytical thinkers who can manage multiple and complex assignments.
- Must be highly organised and an excellent multicultural team player.
- Must be flexible and must be able to wear different “hats” at short notice.
- Is expected to have good people management skills, the ability to develop others, and the ability to impart knowledge and experience in an accessible and clear manner.

**Compensation:** The remuneration package is budgeted for up to 70,000 – 80,000 per month. The offer made to the selected candidate shall be commensurate with the qualifications, experience, and salary history.

**Application Process:** Eligible candidates interested in this position are requested to apply [through this link](#). For any queries related to the advertised position, you can write to us at [recruitment.brlf@gmail.com](mailto:recruitment.brlf@gmail.com) with the subject line “Recruitment query for the position of Executive – Capacity Building”. Interested candidates must apply by or before July 28th, 2024.

**Selection Process:**

- Candidates will be shortlisted based on their eligibility criteria, relevant experience, and employment record.
- Only shortlisted candidates will be intimated through email for the interviews by the selection committee.
- Merely meeting the criteria for eligibility may not guarantee a call for an interview.
- If no suitable candidate is found, the position will be left vacant, and a new advertisement with an extended date will be issued.
- Selection for this role will be on a rolling basis. The available position will close as the offer is accepted by a shortlisted candidate.

**BRLF is an equal opportunity organisation that does not discriminate based on religious belief, social class, caste, special ability, or gender.**

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