



India Country Program Officer
Location: Varanasi, India
Full-time

About Free the Slaves

Founded in 2000, Free the Slaves (FTS) is a pioneer and leader in the global effort to eradicate slavery. Our mission is to liberate those in slavery and to change the conditions that allow slavery to persist. Free the Slaves works at the grassroots to empower vulnerable individuals and communities to achieve freedom from slavery and develop resistance to slavery. We work with and through local partners to build national capacity to combat slavery and trafficking.

Headquartered in Washington, D.C., with programs in Ghana, India, Nepal, Haiti, the Dominican Republic, Senegal and the Democratic Republic of the Congo, Free the Slaves has an annual operating budget of approximately \$3.2 million, a talented and dedicated staff of 25, including 11 in its country offices, and a highly engaged and supportive board of directors.

For more information, see: www.freetheslaves.net.

Job Description

FTS is looking for ideal candidates for its India program officer to be based in Varanasi, preferably having 3-5 years of working experience on the issue of trafficking and bonded labor at the grassroots level or community development with an integrated approach. The ideal candidate will be required to support FTS partners in building up and scaling up the FTS [Community Liberation Model](#) in the program areas. This position also requires working with government agencies in eastern part of Uttar Pradesh, such as the District Bonded Labor Vigilance Committees and anti-human trafficking units for building up the interstate collaboration with the other DBLVCs and AHTUs in states of Jharkhand and Chattisgarh.

Principal Responsibilities

- Provide administrative assistance to the India country director, including quarterly reports and finance reports from the FTS partners, preparing expense reports, arranging logistics for upcoming training/donor visits.
- Conduct regular visits to the partner's office for finance checks, handling administrative issues and being updated by partner staff about the program.
- Provide technical assistance to the partners on the FTS Community Liberation Model and regularly support partners to assess community maturity using the FTS Community Maturity Tool.
- Provide support for FTS local partnerships, by enabling partners to adapt and refine their methods for monitoring their work, and ensuring that their systems enable team-based reflection, as well as providing consistent information within the FTS M&E framework and for communications purposes.
- Document FTS and partner successes and challenges by contributing to internal reporting and reflection sessions, gathering case studies and photographs.
- Assist partners with setting budgets and making work plans. Review and approve partner quarterly reports and expenditure reports before they are forwarded to FTS India country director and FTS HQ.
- Prepare database of potential organizations working on the issue, including within India, and assist in liaising with partners to generate information for funding applications and donor reports.
- Carry out organizational capacity assessments in collaboration with India country director so that partners can strengthen their organizations and provide regular feedback to FTS about challenges.
- Carry out finance checks of partners as per FTS guidelines.
- Guide partners in evidence-based advocacy with state-level and national bodies to improve policies and implementation. Identify and nurture collaborative relationships and common agendas with other organizations for joint advocacy.
- Disseminate effective practices and mainstream anti-slavery work within development, by identifying opportunities and making arrangements for FTS and our partners to train other Indian NGOs in key components of our community organizing approach to eradication.
- Identify opportunities for enhancing the FTS India program, for example, through helping our partners network with other organizations, connecting them with new funding sources, utilizing on-the-ground learning about anti-slavery strategies to inform policy decisions, sharing ideas for raising awareness about slavery in India, etc.
- Assist the country director in drafting concept notes or project proposals for the expansion of the India program.
- Identify major anti-poverty, health, education, micro-finance, child development and human rights programs whose impact against slavery could be strengthened through

program adaptations and staff training. Negotiate arrangements to undertake such training and technical assistance, including potentially in collaboration with partners.

- Gather information about organizations with which FTS could develop collaborations, and in some cases, fund partnerships.
- Other duties as may be assigned from time to time.

Reporting and Other Key Relationships

The India program officer will report to the India country director and will be responsible for providing regular updates, challenges and successes of the program.

Qualifications

Candidates should possess a postgraduate degree in social work/rural management or should have postgraduate qualifications in the related fields.

Requirements

- An existing right to work in India or Indian citizenship
- Fluency in Hindi and appropriate knowledge of the dialect spoken in the area
- Fluency in English (writing and verbal)
- Should have appropriate skills of using MS office, working on spreadsheets, Google drive, Google sheets, developing online surveys

Preferred

- 3-5 years of working experience on the issue of trafficking and bonded labor at the grassroots level
- Experience working with marginalized communities like SC/ST, government officials and civil society in states like Bihar, Jharkhand, Uttar Pradesh and Chattisgarh will be added advantage
- Knowledge of Tally will be an asset

To Apply

Applicants should submit a tailored **cover letter** that outlines your interest and experience, a **resume**, and a **list of three references** from former supervisors. **PLEASE SUBMIT THESE AS ONE (1) WORD OR PDF DOCUMENT** to: <http://smrtr.io/s6M1pA>. Please include your last name in the title of the document.

Deadline for Submissions

Interested applicants are encouraged to apply as soon as possible. Submissions will be reviewed on a rolling basis until the position is filled. Deadline for applications is close of business, **May 25, 2018**.

Women and people from the Dalit community in Varanasi are encouraged to apply.

Free the Slaves is an equal-opportunity organization. Qualified applicants are considered for employment and consultancies without regard to age, race, color, religion, sex, national origin, sexual orientation, disability or veteran status.