

## Documentation Officer – Roles & Responsibilities

### Documentation Officer Full time

The Documentation Officer will be responsible for serving as a bridge between all the members of the program team, OH, CORO's core team, funding partners, and other stakeholders of the. This will be done through the interlinkage of two key components:

1. **Documentation:** To gather and maintain clear records of all the work that has been carried out and is in progress. This includes understanding and capturing the entire team's contribution in periodic reports. These reports may include the gaps/challenges/successes identified in specific aspects of the fellowship or the overall process itself. Also integral to this role is the writing of case studies, content for Coro's annual report and website updates, preparation of ppts, and recording of the minutes from every workshop/cross-learning and core team meetings.
2. **Knowledge Development:** Articulate Coro's contributions and the process by which CORO's Organization/OH are generating fields of consciousness and mobilizing social change through the deployment of constitutional values in both the public and private domains.

#### KEY RESPONSIBILITIES

- Articulate programme objectives, gaps, challenges, successes, and potential contributions.
- Capture the context in which the programme was conceived, conceptualised, designed and implemented.
- Systematic collection, examination and collation of data.
- Prepare accountability and progress reports that inform all the stakeholders about CORO's programmatic contributions and the issues inherent to the process of scaling.
- Innovate creative ways for presenting data – this may include photo and essay documentaries, blog entries, video collages from the field, journal entries etc.
- Analyse existing data and prepare documents that demonstrate the Organization Development programme's ability to generate / inspire critical evaluation competencies.
- Balance quantitative & qualitative data inputs. Ensure that organisational publications effectively respond to stakeholder needs.
- Conduct interviews and in-depth discussions (formal and informal), with a range of stakeholders to get a sense of how they view the programme, expected outcomes, performance markers, etc.
- Prepare profiles of all participating entities, including other host organisations, independent consultants, mentors, new fellows, etc.
- Produce a (or several) comprehensive document that reflects the work done by the program and how it expects or plans to successfully scale the model.

#### ADDITIONAL RESPONSIBILITIES

- Communicate OD data, updates and observations to CORO's core team members.
- Participate in organisational meetings; identify and respond to issues as needed; provide feedback whenever required or appropriate.
- Identify ways to work most efficiently.
- Provide support to team members; draft SOPs and gain alignment for implementation.
- Recognise and solve typical problems in own work area.

#### QUALIFICATIONS

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- BA, BSW, MA, MSW, MPhil, PhD, or other advanced degrees in the Social Sciences, Management and Humanities.
- Minimum 2 years experience in research or documentation at an NGO, teaching or research institute.
- Strong writing, communication and presentation skills in the English language prefer and also know as Marathi and convert into English.
- Ability to work with a diverse team.
- Comfortable with traveling and doing some fieldwork.
- Ability to work efficiently and produce results under pressure.
- Excellent time management skills.
- Must have good research skills, including ability to carry out literature surveys, locate reference materials online, do quick internet searches, and identify materials from offline sources.
- Willingness to work individually but also lead in the completion of some tasks.
- Good coordination skills.
- Sensitivity and listening skills.

### **REMUNERATION**

Between Rs. 35,000 to 44,000 per month, based on experience and qualifications

### Legal and Compliance Officer Full time

**Location:** Maharashtra

#### **About Us:**

To actualize this vision, CORO aims to build grassroots capacities and strengthen grassroots voices and actions to generate a sustainable and regenerative impact. Value-adhering, thoughtful, and active grassroots leaders and grassroots organizations are envisaged as apparatus for creating such an impact.

#### **Position Overview:**

The Compliance Officer will play a critical role in ensuring that operates in accordance with legal and regulatory requirements, internal policies, and industry best practices. This position will support the organizations in maintaining ethical standards, enhancing team collaboration, and building capacity to achieve our mission effectively. The Legal and compliance Officer will be responsible for serving as a bridge between all the members of the program team, Organization Heads (OH), and other stakeholders of the

#### **Key Responsibilities:**

##### **1. Compliance Management:**

- Develop, implement, and monitor compliance procedures to ensure alignment with legal, regulatory, and organizational standards.
- Conduct regular compliance audits and risk assessments to identify areas for improvement.
- Ensure the organizations adheres to all relevant laws, regulations, and guidelines, including those related to financial management, data protection, and reporting requirements.
- Provide training and support to staff on compliance-related matters, fostering a culture of compliance and ethical behavior.

##### **2. Capacity Building:**

- Organize workshops, training sessions, and other learning opportunities to enhance the skills and knowledge of team members.
- Collaborate with external partners, consultants, and training providers to deliver high-quality capacity-building programs.
- Monitor and evaluate the effectiveness of capacity-building initiatives and make recommendations for continuous improvement.

##### **3. Reporting and Documentation:**

- Prepare regular reports on compliance activities, team building, and capacity-building efforts for the senior management and board of directors.
- Maintain accurate and up-to-date records of compliance assessments, training sessions, and other related documentation.

#### **Qualifications and Experience:**

- Bachelor's degree in Law, NGO management, or a related field. A master's degree or professional certification (e.g., Certified Compliance & Ethics Professional) is preferred.
- Minimum of 2 years of experience in a compliance, legal, or risk management role, preferably within the NGO or non-profit sector.
- Strong knowledge of regulatory requirements, compliance best practices, and risk management principles.
- Proven experience in team building, capacity building, and organizational development.
- Excellent communication, interpersonal, and presentation skills.
- Ability to work independently and collaboratively in a team environment.
- High ethical standards and integrity.

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### **What We Offer:**

- An opportunity to make a meaningful impact in the community and support important causes.
- A collaborative and inclusive work environment.
- Between Rs. 35,000 to 40,000 per month, based on experience and qualifications

### **How to Apply:**

Interested candidates should submit their resume, a cover letter detailing their relevant experience, and contact information for three references to [sadhana.p@coroindia.org](mailto:sadhana.p@coroindia.org). Please include "Compliance Officer Application" in the subject line.

## Documentation Officer – Roles & Responsibilities

**Job Title:** Program Coordinator – Organization Development

**Location:** [City, Country]

**Job Type:** Full-time

**About Us:**

To actualize this vision, CORO aims to build grassroots capacities and strengthen grassroots voices and actions to generate a sustainable and regenerative impact. Value-adhering, thoughtful, and active grassroots leaders and grassroots organizations are envisaged as apparatus for creating such an impact.

**Position Overview:**

The Program Coordinator for Organization Development will play a vital role in strengthening the NGO's capacity to achieve its mission. This position will be responsible for planning, implementing, and overseeing programs focused on improving organizational effectiveness, efficiency, and sustainability. The Program Coordinator will work closely with Organizations, team and Program lead.

**Key Responsibilities:**

1. **Program Planning and Implementation:**

- Design and implement initiatives to improve operational processes, staff performance, and organizational culture.
- Monitor program activities to ensure they are executed according to plan, within budget, and on schedule.
- Collaborate with various departments to integrate organization development strategies across the organization.

2. **Change Management:**

- Support leadership in managing organizational change initiatives, ensuring smooth transitions and minimal disruption.
- Develop communication strategies to keep staff informed and engaged during changes.
- Provide coaching and support to staff to help them adapt to new systems, processes, and structures.

3. **Monitoring and Evaluation:**

- Establish metrics and evaluation tools to assess the impact of organization development programs.
- Conduct regular assessments to measure program outcomes and identify areas for improvement.
- Prepare detailed reports on program progress, achievements, and challenges for senior management and stakeholders.

4. **Stakeholder Engagement:**

- Build and maintain relationships with key internal and external stakeholders, including staff, partners, donors, and consultants.
- Represent the organization at meetings, conferences, and events related to organization development.
- Collaborate with other NGOs and community organizations to share best practices and resources.

5. **Resource Management:**

- Assist in preparing budgets and managing financial resources allocated for organization development programs.
- Identify funding opportunities and assist in writing grant proposals to support organization development initiatives.

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- Ensure efficient use of resources and adherence to donor requirements and financial guidelines.

### **Qualifications and Experience:**

- Bachelor's degree in Human Resources, Organizational Development, Business Administration, or a related field. A master's degree is preferred.
- Minimum of [X] years of experience in program coordination, organizational development, or a related field, preferably within the NGO or non-profit sector.
- Proven experience in designing and implementing organizational development programs and initiatives.
- Strong knowledge of capacity building, change management, and team development principles.
- Excellent communication, interpersonal, and facilitation skills.
- Ability to manage multiple projects simultaneously and work effectively in a fast-paced environment.
- Strong problem-solving and analytical skills, with attention to detail.
- Proficiency in using project management tools and software.

### **What We Offer:**

- A chance to make a meaningful contribution to the growth and sustainability of the organization.
- A collaborative and inclusive work environment.
- Opportunities for professional development and continuous learning.
- Competitive salary and benefits package.

### **How to Apply:**

Interested candidates should submit their resume, a cover letter detailing their relevant experience, and contact information for three references to [email address]. Please include "Program Coordinator – Organization Development Application" in the subject line.

**Application Deadline:** [Insert Deadline]