

Legal and Compliance Officer – Roles & Responsibilities

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.

What We Offer:

Legal and Compliance Officer – Roles & Responsibilities

- 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. Please include "Compliance Officer Application" in the subject line.

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

Legal and Compliance Officer – Roles & Responsibilities

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]