

## Job Description

<b>Name of the Position</b>	<b>Senior Associate, Learning &amp; Capacity Building</b>
<b>Location</b>	<b>Madhya Pradesh, India</b>
<b>No. of Position</b>	<b>1</b>
<b>Start Date</b>	<b>As soon as possible</b>
<b>Application Deadline</b>	March 23 <sup>rd</sup> , 2025. Applications will be reviewed on a rolling basis, so submissions are encouraged as early as possible.

### ABOUT US

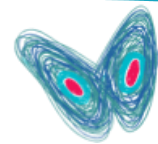
Imago GG India Pvt. Ltd is a subsidiary of IMAGO Global Grassroots. Imago helps grassroots organizations and social enterprises scale up their development impact through strategic/capability building support. IMAGO looks to tackle the complex challenges around poverty through a design-driven, iterative, bottom-up approach that puts the community at the heart of solution design and implementation. Using a participatory approach, we work with grassroots organizations to define and then implement their scaling up strategy over the medium term. The process involves understanding the unmet needs through human centered design, testing their theory of change, and refining their unique value proposition. We also work on their processes and data systems for prototyping innovations, tracking change, and assessing impact, using a variety of evaluation techniques, with a particular focus on adaptive evaluation. This provides the organization with the necessary scaling up scaffolding to expand the reach of their solutions while remaining true to their values.

IMAGO currently has projects in India, Africa, Latin America and the United States. To learn more about what we do, [see our website](#), [youtube channel](#) and [an introduction from co-founder](#) Isabel Guerrero.

### SUMMARY

Imago GG India Pvt. Ltd is looking for a Senior Associate to support the design and implementation of the training & capacity building plan under the project, scaling of women-led agro-processing enterprise model through the community institutions of NRLM is currently being implemented across Madhya Pradesh, Uttar Pradesh, and Jharkhand.

The Capacity Building Senior Associate will be responsible for working on the successful design, strategy, coordination, and delivery of the training and capacity building plan for the key stakeholders, particularly self-help group



women, as part of the scaling-up of the agro-processing enterprise model. The broad scope of the capacity building work focuses on developing functional competencies, management & behavioral competencies, and leadership competencies in the self-help group women who are engaged in and are managing the agro-processing enterprises. The Senior Associate will work closely with the Program Manager (Capacity Building), the IMAGO India lead, IMAGO's core team, and our training implementation partners. They will also be responsible for on-field facilitation and delivery of trainings to SHG women at the agro-processing enterprise locations, in roughly 8-10 districts across Madhya Pradesh. Besides, the Senior Associate is also envisioned to work closely on strategic planning for knowledge institutionalization & sharing, IMAGO's internal team learning & capacity building. The Senior Associate will be supported in their work by the Scaling-up core team, and Program Manager (Capacity Building).

## GENERAL RESPONSIBILITIES

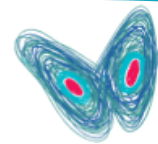
The Capacity Building Senior Associate will directly work with and report to the Program Manager (Capacity Building) and the role will include the following tasks:

### General Program Execution

- Support the Manager (Capacity Building) on the execution of the capacity building plan, as well as organize documentation and ensure smooth flow of information.
- Engagement of internal and external experts, and construction of high-quality communication materials including idea illustration, technical reports, and presentation materials.
- Support on IMAGO's knowledge production with the expectation of authoring and co-authoring products.
- Other administrative responsibilities as assigned.

### Specific to the Project & role

1. Planning, execution, and oversight of the monthly/ quarterly training & capacity building goals & plan for key stakeholders involved namely SHG women, Master trainers, Cluster level federation (SHG women's community institution), IMAGO's internal staff, State Rural Livelihood Mission (SRLM) district/ block teams
2. Close handholding, support, and guidance for capacity building of the agro-processing center teams (comprised of SHG women) across different locations, remotely as well as in-person.



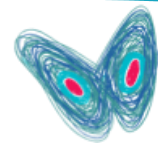
3. Supporting the design and testing of training modules, assessment tools, and learning materials
4. On-field facilitation and delivery of trainings/ workshops to the SHG women at the agro-processing enterprise locations, in roughly 8-10 districts across three states, as per the training plan.
5. Regular engagement with the agro-processing enterprise teams, for planning and executing the specific training programmes in the respective block/ district.
6. Liaising with our training partners and experts for co-creation, coordination, and execution of specific capacity building modules on-field
7. Strategic planning on institutionalization and dissemination of knowledge and learnings across the key stakeholders including IMAGO's internal team
8. Identifying potential training partners and capacity building partnership opportunities with suitably aligned institutions/ organizations.
9. Mapping of, and co-ordination with the Technical Support Agencies for capacity building, best practices in agro-processing.
10. Identify and document best practices in adult learning, leadership development, and capacity building
11. Ensure smooth implementation with close attention to measurement and documentation of learnings at each iteration.
12. Undertake additional tasks and responsibilities as assigned by the reporting manager or organizational leadership, aligned with the role's objectives and the organization's priorities.

## QUALIFICATIONS

This is a position at IMAGO based out of Madhya Pradesh, with at least 40% of travel requirement, mostly within the state to the different project locations.

### **This role is ideal for somebody with:**

- Enthusiasm and keen interest in learning & development, facilitation, co-creation, people-centered design, and community engagement
- Curiosity, motivation, and humility to work and learn with marginalized communities, particularly self-help group women and women-led community institutions
- An advanced degree/ post graduate degree, preferably in Management/ Rural Management/ Liberal studies/ Development studies/ Economics/ Social work from a reputed university/institute.
- 3 to 4 years of overall work experience, with demonstrated experience of at least 2 years of working on learning & development, capacity building, preferably of grassroots organizations/ women-led community



institutions.

- Demonstrated experience of applied structured & creative thinking, stakeholder/ people management, timely execution of tasks in a multi-stakeholder environment
- Experience in training design, workshop delivery & facilitation, learning content development, preferably (but not mandatorily) for rural communities. Eagerness and comfort in communicating and interacting with multiple stakeholders.
- Proven experience of leading professional staff and building their initiative and ability to thrive as members of efficient and effective teams
- Fluent in Hindi
- Willing to travel to project locations (mostly Tier 2 & Tier 3 districts) regularly and if required, on short-notice

## APPLICATION PROCESS

1. Interested candidates must complete the following form and attach their CV in the space provided : <https://forms.office.com/r/9hK66AsvL3>
2. Candidates shortlisted based on their CVs will receive a test that they will be asked to complete in the timeframe of 24 hours.
3. Candidates shortlisted based on their test will then undergo at least 3 interviews.

**Applications will be accepted until March 23<sup>rd</sup>, 2025, and will be reviewed on a rolling basis.** *We thank all applicants in advance for the time and effort dedicated to preparing their application. Only shortlisted candidates will be contacted.*