

**CENTRE FOR INTERNATIONAL COOPERATION AND  
TRAINING IN AGRICULTURE, PUNE (CICTAB)**

VAMNICOM Campus, S P Pune University Road, Chaturshring, Pune – 411 007

**Position: Programme Officer : 01**

**Roles and responsibilities**

- To plan and execute program activities in timely and accurate manner.
- Assist in budget preparation and expense management activities for programs.
- Analyse and troubleshoot program challenges
- To support the Programmes team to manage relationships and activities with overseas member institutions
- To support the collection and dissemination of required programme information;
- To support programme evaluation and research, including leading on the delivery of the research and development elements of programmes
- To support the day to day management of programmes
- Identify and contact potential member institutions for CICTAB

**Remuneration** – Programme Officer will be paid a consolidated amount of Rs. 45,000/- per month depending on qualification, experience, merit, performance in the interview/test. No other allowances are admissible.

**Essential Qualifications :**

- i. Graduation with minimum 55% marks / B+ Grade
- ii. Post Graduate with minimum 55% marks / B+ in Management (with specialization in Finance / Marketing/ System

**OR**

P.G. in Economics / Commerce / Statistics / Agriculture / Food Processing  
/ Computer Engineering/Communication/Public Policy/ Management

**Age:** Less than 35 years, relaxable for the deserving candidates

**Qualifications - *Technical skills, knowledge, and experience***

**Essential:**

- Applicants must have 3-4 years professional experience in handling and conducting training programs
- Excellent administrative skills
- Strong IT skills, Proficient in MS Office: Word, Excel and PowerPoint
- Ability to analyse, interpret and communicate data
- Fluent in English (verbal and written)
- Experience in content development

**Desirable**

- Knowledge and understanding of international development
- Experience of designing and developing research projects
- Exposure to program management and finance is preferred

***Personal skills and attributes***

- Organised and attention to detail
- Strong team player
- Strong networking skills
- The ability to identify issues in advance
- The ability to quickly understand new ideas and concepts
- Ability to travel

**Tenure:** The appointment is for a period of one year. The appointment can be extended for a further period of one more year if the performance is satisfactory and there is requirement. No T.A./D.A. is admissible for appearing at the interview.

**Last Date for submission by email to [cictab@hotmail.com](mailto:cictab@hotmail.com) : 14<sup>th</sup> May, 2022**

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**APPLICATION FOR THE POST OF PROGRAMME OFFICER**

1. Name with initials (in block letters) :
2. Age & date of birth :
3. Permanent address with Pin Code :
4. a) Address for communication with Pin Code :
- b) Landline number :
- c) Mobile number :
- d) Email address :
5. Father's/ Husband's name :
6. Nationality :
7. Educational qualifications :

Affix a recent Passport size photograph
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Sl. No.	Qualifications (starting from Matriculation onwards)	Board / University	Year	Divn / % of marks

8. Experience :

Post held	Institution	Period	
		From	To

9. Any other relevant information :

10. I hereby declare that I have read all the terms and conditions for the appointment of Academic Associate. I understand that this appointment is of purely temporary nature and in no condition I will ask for permanent recruitment or benefits.

Place :

Date :

**Signature of candidate**