



Job Title	Project Officer
Location	Delhi
Nature of Contract & Duration	August 2026 - March 2027
Application Deadline	5th August 2026

About the organization:

Dhriiti is a non-profit organization, working for over two decades to provide sustainable entrepreneurship solutions that enable individuals and communities to improve their quality of life. It works to facilitate an ecosystem that recognizes the need to nurture entrepreneurial practices and subsequently adopt, adapt or create systems to ensure they thrive. Dhriiti inspires individuals and communities to design financially, socially and ecologically feasible solutions for themselves and their communities. Our vision is to build a resilient world capable of coping, adapting and bouncing back from financial, social and ecological vulnerabilities using the tools of enterprise and entrepreneurship.

About the Role:

The Project Officer will be responsible for supporting women entrepreneurs at the grassroots level through mobilization, capacity building, and continuous engagement. The role involves working closely with communities, facilitating workshops, and ensuring effective implementation of program activities. The position requires strong coordination skills, field presence, and a commitment to promoting sustainable livelihood opportunities for women.

Key Responsibilities:

- Conduct field activities and community mobilization
- Facilitate workshops and manage logistical arrangements
- Provide continuous handholding support to women entrepreneurs
- Manage communication through WhatsApp groups and other channels
- Support overall program implementation

Required Qualifications and skills:

- **Education:**
 - Graduate in Commerce/Business Administration/Social Sciences from a reputed university/institute.
 - Basic understanding of business finance and accounting.
 - Basic understanding of business operations in beauty sector will be an advantage.
- **Experience:**
 - A minimum of 2 years' experience in implementing projects in the field of enterprise incubation and acceleration preferably in tier 2&3 cities and with small entrepreneurs
 - Additional experience in women based initiatives will be given preference
 - Additional experience in the beauty sector will be an advantage
- **Language Requirements:**
 - Fluency in Hindi and English is required.

Required Competencies:

Core Competencies

- **Organizational Competencies**
 - Shows strong ownership, holds themselves accountable for outcomes, and actively contributes to building a culture of responsibility and pride.

- Demonstrates emotional resilience and supports a culture of mental, physical, and social wellbeing.
- Shows openness to learning, adaptability in changing environments, and a willingness to innovate.
- Works with an equitable, community-centric mindset and actively includes community voices in decision-making.
- Applies fairness, equity, and community wealth-building principles in designing and implementing economic solutions.
- Builds strong relationships, collaborates across teams and partners, and contributes to collective goals.
- Uses historical and cultural context to guide program design, communication, and engagement.
- Applies regenerative, place-based approaches and designs solutions that replenish rather than deplete community resources.

Functional Competencies:

- Documentation management, Planning & Scheduling, Resource coordination, Monitoring progress, Communication skill, Technical proficiency, Problem solving

Remuneration:

The total CTC for this position would be in the range of Rs. 22,000 – 25,000 per month .The opportunity of extension of the contract will depend on the project lifecycle and funding support available.

To Apply:

Please fill out this form to apply for the position. Upload your updated resume and provide a short cover letter describing your relevant experience.

[Application Link](#)

Instructions:

- Upload your latest resume.
- In the cover letter, briefly describe your experience related to this role.

Deadline: 05 August 2026 is the deadline for the application submission.