



Job Title	Project Officer
Number of Vacancies	2
Locations	Delhi (1 vacancy), Jaipur (1 vacancy)
Period	August 2026 – March 2027 (with scope for extension)
Application Deadline	16th 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 building entrepreneurial women leaders in the communities.

Key Responsibilities:

I. Planning & Monitoring

- a. Assist in medium- & short-term planning for acceleration support for Women Entrepreneurs
- b. Ensure program progress as per plans

II. Implementation

- a. Reach out and mobilize women entrepreneurs for support programs
- b. Anchor engagement with participating women entrepreneurs
- c. Organize capacity building sessions, mentor meetings, peer learning sessions for the Women Entrepreneurs
- d. Assist the women entrepreneurs during on-field implementation, wherever necessary
- e. Build & manage relationships with the program participants and their teams (as relevant)
- f. Identify linkages and resources as per the participants' requirements

III. Documentation

- a. Document trainings, meetings and other inputs in relevant formats
- b. Update program MIS regularly
- c. Share content for Dhriiti Newsletter, Annual Report, Website, social media, etc.

Required Qualifications and skills:

1. Education:

- Graduate from a recognized university in any stream
- Basic understanding of business finance and accounting
- Strong understanding of women-led enterprises in urban marginalized communities

2. Experience:

- A minimum of 2 years' experience in implementing projects in the field of women led micro enterprises in urban marginalized communities
- Additional experience of providing tailored business growth support to small entrepreneurs

3. Language Requirements

- Fluency in Hindi is required. Working knowledge of English is an advantage
- Fluency in use of MS Office, Google Workspace and Internet is required.

Required Competencies:

1. Organizational Competencies

- a. Shows strong ownership, holds themselves accountable for outcomes, and actively contributes to building a culture of responsibility and pride
- b. Demonstrates emotional resilience and supports a culture of mental, physical, and social wellbeing
- c. Shows openness to learning, adaptability in changing environments, and a willingness to innovate
- d. Works with an equitable, community-centric mindset and actively includes community voices in decision-making
- e. Applies fairness, equity, and community wealth-building principles in designing and implementing economic solutions

- f.** Builds strong relationships, collaborates across teams and partners, and contributes to collective goals
- g.** Uses historical and cultural context to guide program design, communication, and engagement
- h.** Applies regenerative, place-based approaches and designs solutions that replenish rather than deplete community resources

2. Functional Competencies:

- 1. Ability to assess the financial health, growth potential, and constraints of women-led micro-enterprises in low-resource settings, even in the absence of formal records.
- 2. Ability to guide women entrepreneurs to strengthen and scale their business models for improved financial sustainability and impact.
- 3. Ability to expand entrepreneurs' access to appropriate markets and strengthen customer-focused thinking.
- 4. Ability to embed social contribution and ecological responsibility into enterprise practices in ways that are practical and context-appropriate.
- 5. Ability to nurture confidence, decision-making, and ownership among women entrepreneurs.
- 6. Ability to support women entrepreneurs to emerge as leaders and influencers within their families, enterprises, and communities.
- 7. Ability to build trust-based relationships and facilitate learning among adult women learners
- 8. Ability to foster collaboration, peer learning, and collective enterprise models among women.
- 9. Ability to track progress and document impact.

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.

<https://forms.gle/TzcHQfYg5FsaEUqt6>

Instructions:

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