Program Officer

OVERVIEW

The International Cooperative Alliance is an independent, non-governmental organization established in 1895 to unite, represent and serve co-operatives worldwide. The ICA Asia-Pacific (ICA-AP) regional office was established in New Delhi in 1960 to provide a voice and forum for knowledge, expertise and coordinated action for and about cooperatives in the region. The ICA-AP members are national cooperative organizations across 29 countries from all sectors of the economy, including agriculture, industry, services, banking, retail, fisheries, health, housing and insurance. More information is available at www.icaap.coop.

Against the background of cooperative enterprises enabling people around the world to become protagonists of their own social and economic development, the program 'People-centred businesses for sustainable, democratic, and inclusive development' will work on promoting the cooperative business model in global and local development policies, and strengthening cooperative organizations as viable actors in development processes in their own rights. This program will run from April 2024 for a period of 54 months, and will be led by the ICA global office, in coordination with the four ICA regional offices for Europe, Africa, Americas, and Asia-Pacific.

ROLE AND RESPONSIBILITIES

The Program Officer will support implementation of the research activities under the partnership program in the Asia Pacific region by enhancing the overall capacity of the team in overseeing the thematic research projects, cooperative contributions to SDGs, mapping of the cooperative actor; legal framework analysis; etc. S/he will be responsible for coordinating the research activities foreseen, and ensure the harmonisation of the regional actions with the global themes. S/he will assist in the provision of current and relevant information from the research undertaken at global and regional level, and improve knowledge about the cooperative model and its assets in development processes. S/he will ensure the harmonization of the policy positions at regional level with the ones established at global level.

PRINCIPAL ROLES AND RESPONSIBILITIES:

The main role of the Program Officer is to ensure the smooth running of research activities in the regional office and to provide substantial input for publications and program activities, in harmonization with the global program themes. This includes contributing to the mapping of cooperative organisations and the realisation of a study on legal frameworks, as well as conducting thematic research on cooperative development topics. It also includes preparing and assisting in the advocacy strategies and activities, giving assistance in the development of the advocacy training and policy assistance to member organizations. S/he will prepare policy meeting content, agendas and programs, draft policy papers and consultations, etc.

Key responsibilities are:
- Collect qualitative and quantative data from grassroots/ national level cooperatives
- Conduct research on regional and national legal frameworks applicable to cooperatives
- Analyse the data and synthesise findings into high-quality reports and papers
- Draft and edit regional contributions to global ICA research
- Coordinate with research officers from other ICA regional offices
- Liaise with stakeholders from national cooperative organisations
- Monitor international development topics and identify research areas relevant for cooperative development in the region
- Produce quality content on these topics in the form of regional thematic publications
- Assist with the elaboration of research methodologies
- Present research findings in internal and external events
- Participate in methodological training sessions along with Research Officers from other regions
- Prepare reports, discussion papers, briefs and other appropriate documents for policy events.

PERSON SPECIFICATIONS

Essential
- A university doctorate or master's degree in a relevant field
- Minimum of 3 years experience in a research position, preferably in the field of

development cooperation and/or in the cooperative sector

- Excellent command of English, both spoken and written
- Experience in using quantitative and qualitative research methodologies
- Strong conceptual, analytical, and report writing skills, with an eye for detail
- Ability to strictly meet deadlines and deliver results in a fast-paced environment
- Good IT and communication skills
- Ability to work in a multi-cultural team
- Demonstrate commitment to the cooperative values and principles

Desirable

- Knowledge of the cooperative business model is a strong asset
- Track record of high-quality publications
- Previous working experience within a Civil Society Organisation/ Network
- Be familiar with SPSS system or any statistical software

TERMS AND CONDITIONS

Successful candidate is required to join from May 2024 on a one-year contract which can then be further renewed based on performance.

Candidates need to have, at the time of application, the legal right to work in India. We regret that we are not able to apply for work-permits on their behalf.

The Program Officer will be based at ICA's Regional Office in New Delhi and report to the Regional Director.

Remuneration will be commensurate with relevant experience and industry standards.

APPLICATIONS

Interested candidates are requested to apply by submitting a one-page statement of purpose and a detailed CV to recruitment@icaap.coop. Please mention in the email subject your name followed by 'Program Officer'.

Deadline for applications is the 30th March 2024. Only those candidates selected for interviews will be contacted.