

Job Description - Field Support Officer- CDI

About Karuna-Shechen: Founded by Matthieu Ricard in 2000, Karuna-Shechen acts and advocates for a more altruistic world with the conviction that altruism is a key to build tomorrow's world and offers concrete solutions to the challenges of our century. More than ever, Karuna-Shechen is convinced of the need to cultivate kindness and cooperation to build a better world.

For 24 years, our organization fights the cycle of poverty and reveals the full potential of the most disadvantaged women, men, and children in India, Nepal, and Tibet. The families we assist live in isolated rural areas where they have little or no access to healthcare services, quality education, or economic opportunities. We accompany these individuals in their empowerment and resilience-building, making them active participants in their own development. This is how they progress towards a better future. Every year, more than 450,000 people benefit from our help. A team of 250 employees and about 50 volunteers support the association on a daily basis, most of the employees and volunteers are on the ground in Kathmandu (Nepal) and Bihar/Jharkhand/ Darjeeling (India), and the rest are located in France, Switzerland, the United Kingdom, the United States, Canada and Hong Kong. The HQ is based in Paris. Karuna-Shechen collects more than \$3 million in donations worldwide every year. For more information on the association and its activities: <https://karuna-shechen.org/en/>

Core functions / responsibilities:

Under the direct supervision of the Director of International Programs based in Paris, he/she supports the overall implementation of activities in India, Nepal and elsewhere as assigned.

The main categories of tasks of the job are the following:

Program Development and Support

- **Program Planning:** Collaborate with field teams to design, implement, and refine community-driven programs, ensuring alignment with organizational goals and community needs.
- **Technical Assistance:** Provide support in creating program frameworks, timelines, and objectives, offering expertise to enhance program effectiveness and sustainability.
- **Performance Tracking:** Establish key performance indicators (KPIs) and monitor program progress, using data-driven insights to adapt programming as necessary.
- **Capacity Building:** Conduct training and workshops for field staff to enhance their understanding of program methodologies, tools, and best practices.
- **Community Engagement:** Engage with local stakeholders to ensure programs are culturally relevant, addressing community needs while respecting local values and traditions.

Financial Management

- **Budget Oversight:** Support field teams in planning, monitoring, and tracking program budgets, ensuring alignment with organizational objectives and budgetary constraints.
- **Financial Reporting:** Analyze monthly/quarterly financial reports, track variances, and recommend actions for financial efficiency and transparency.
- **Compliance and Documentation:** Ensure financial records are accurate, compliant, and meet the reporting requirements of both the organization and donors.
- **Resource Allocation:** Collaborate with relevant colleagues in Paris and other offices to allocate resources effectively and forecast future financial needs.

Knowledge management:

- **Documentation and Knowledge Sharing:** Organize and maintain knowledge management systems that capture learnings, best practices, and challenges across projects.
- **Resource Development:** Support the development of manuals, training materials, and guidelines that can be shared across teams to improve efficiency and consistency.
- **Internal Communication:** Facilitate information-sharing within the field and with headquarters, bridging knowledge gaps and supporting collaborative efforts.
- **Continuous Learning:** Identify knowledge needs and gaps in field operations, ensuring staff have access to training and resources to support ongoing learning.

Data Management

- **Data Collection and Analysis:** Develop and maintain data collection processes that support field activities, ensuring data accuracy, timeliness, and relevance.
- **Data Integrity and Security:** Ensure data management practices are secure and aligned with the organization's data policies and privacy requirements.
- **Monitoring and Evaluation:** Contribute to the monitoring and evaluation of programs by generating, organizing, and analyzing quantitative and qualitative data to assess impact and inform decision-making.
- **Reporting and Insights:** Prepare data-driven reports that offer insights on program progress, challenges, and opportunities for improvement.

Qualifications

Background

- **Education:** Masters degree in Economics, Social Sciences, Public Administration, Finance, Data Science, or a related field.
- **Experience:** Minimum of 3-5 years of relevant experience in financial management, data management, or knowledge management, preferably in an NGO or social impact setting.

Skills

- **Fluency** in English and French
- **Financial Acumen:** Strong understanding of financial processes, budget management, and reporting.
- **Data Proficiency:** Proficient in data analysis tools and adept at collecting, organizing, and interpreting data.
- **Knowledge Management:** Experience with documentation, information sharing, and systems that support continuous learning.
- **Communication:** Excellent written and verbal communication skills; ability to synthesize complex information for diverse audiences.
- **Problem Solving:** Strong analytical skills with the ability to think strategically, prioritize tasks, and manage time effectively.
- **Tech-Savvy:** Familiarity with relevant software for financial, data, and knowledge management (e.g., data visualization tools, SharePoint).

Personal Attributes

- **Team-Oriented:** Collaborative mindset with a desire to support and engage with field teams.
- **Adaptability:** Flexible and responsive to dynamic field conditions and evolving organizational needs.
- **Integrity:** High ethical standards and a commitment to upholding Karuna-Shechen's values of compassion, transparency, and service.

Modalities

- Employer : Karuna-Shechen Association, located in Paris, France
- Contract : CDI (open-ended contract)
- Working hours: full-time - possibility of 4 days / week
- Remuneration: €33k - €38k bruts annuels / gross per annum for a full-time position
- Start date: as soon as possible
- Work location: Paris
- Possibility of 2 days remote work per week
- Occasional travel to India / Nepal
- 50% reimbursement of travel expenses
- Lunch vouchers worth €10 per day paid at 60% (tickets restaurants)
- Mutual insurance and provident fund covered at 100% (mutuelle et complémentaire santé)

Please send your CV and cover letter to team@karuna-shechen.org with the subject line "CDI Field Support Officer / First name NAME".