



**Position:** Coordinator, Operations

**Location:** New Delhi

**Reporting:** Manager, Operations

Founded in 2000, CREA is a feminist human rights organization based in New Delhi, India. CREA works at community, national, regional, and global levels and is one of the few international feminist organizations based in the global South. CREA focuses on building feminist leadership, strengthening movements, expanding sexual and reproductive freedoms, promoting rights-based approaches to reducing gender-based violence, and advancing the human rights of 'structurally excluded' people.

CREA uses the term 'structurally excluded' to draw attention to the ways in which societal architecture prevents certain people from enjoying the full spectrum of rights and from meaningfully and effectively participating in their communities and decision-making spaces.

### **What does life in CREA Mean**

We like to think of ourselves as a fearless, interrogative, colourful, edgy, sexy flock of birds flying freely to explore, to imagine and to build freedoms together.

We are one flock, bound by our mission, values and the way we live them every day.

If you are one who is ready to challenge the system when it is needed, you could be one of us.

If you ask questions, are curious, have a hunger for learning, you will thrive.

If you embrace the colours of the rainbow and believe you wish to build a world where an individual must have the agency and right to make choices about sexuality, reproduction and human rights, then you will find the room to explore here.

Constant learning, sharing of knowledge, is an expectation that team members have from CREA and CREA from team members.

At CREA we are constantly looking at finding those pressure points where efforts will yield maximum impact through a widening ripple effect. We are therefore constantly looking at patterns, intersectionality and the communities at the margins. It demands our people to be connected, innovative, agile and quick to change and constantly learning and sharing.

When you walk into CREA, that is what you need to be prepared for, a high quality, creative, edgy, dynamic workplace.

### **Overview and Role**

Operations at CREA have become and will continue to become increasingly complex. Multiple programs, geographies, multiple partners and sub grantees, multiple donors with different needs, new work and new needs require finding more efficient ways of working and organizing.

Budgets and utilisations, work plans and reviews, early warnings and big red flags have to be a way of working at CREA.

### **The Coordinator, Operations will:**

1. Work with the Programs team (program teams) to prepare program budgets that feed into the organisational budget
2. Also assist in preparing program budgets for new proposals
3. Follow up with partner organisations and ensure that all documents are in order, on time, for submission to finance
4. Assist Manager, Operations in her role

The position works closely with Program team and Finance team and reports to the Manager, Operations

### **Responsibilities**

#### **Programs Operations:**

- Manage preparation and timely submission of budgets, working closely with Manager, Operations and the program teams
- Track the gantt chart
- Work with Finance and Program team for preparing program budgets for new proposals

#### **External Partnerships:**

- Follow up with partner organisations and ensure that bills/vouchers/documentation against expenses are in order and facilitate submissions on time

#### **Organisational Systems:**

- Manage the MIS system to ensure completion of all data entries. Ensure that the cloud filing system (NextCloud) is working smoothly and that all files are being uploaded onto the system.

## Knowledge, Skills and Attitudes Desired

- Sound knowledge of program management, budgeting, sub-granting, monitoring and reporting
- Knowledge of using gantt charts, project management and other IT enabled tools for workflow management
- Possesses some knowledge of ground level challenges and issues related to managing programs, monitoring, reporting, budgeting
- Is personally very organised
- Good at prioritising and managing time
- Uses systems and processes and good interpersonal skills for follow ups
- Is personally driven and can operate with minimal supervision
- Is detail oriented and meticulous

CREA promotes pluralism and equal opportunity, and is committed to diversity in its staffing and to the maintenance of an environment free of discriminatory employment practices. CREA's policy is to provide equal employment opportunity to all individuals. No individual shall be discriminated against because of his or her actual or perceived age, caste, class, disability, marital status, religion, or sexual orientation. Compensation will be based on experience and internal equity. A generous benefit package is included.

Interested candidates who meet the required educational and experience requirements should send their CV along with a cover letter, current and expected salary to [jobs@creaworld.org](mailto:jobs@creaworld.org) by 3 October 2021. Please include in the subject line the name of the position you are applying for. Only shortlisted candidates will be contacted for an interview.

Thank you for your interest in CREA