



Rythmus Foundation

Job Description	
Position Title:	Customer Selection Officer
Key Responsibility:	• Identify and assess potential beneficiaries through research, field assessments, and stakeholder collaboration. • Manage the transparent and fair selection and enrollment process, ensuring adherence to established criteria. • Maintain accurate and confidential beneficiary data in organizational systems. • Conduct community outreach and act as a liaison to ensure clear communication and feedback. • Monitor selection outcomes and program impact, reporting on key performance indicators. • Uphold strict ethical standards, data protection protocols, and grievance procedures.
Essential Skills	• Stakeholder Engagement & Interpersonal Communication • Needs Assessment & Data Analysis • Ethical Judgment & Transparency • Database Management & Meticulous Record-Keeping • Cultural Sensitivity & Community Rapport • Problem-Solving & Grievance Resolution
Location	Remote
Qualification	Any Graduate
Experience Required	03 to 05 Years relevant experience.
Nature of Job	Full-Time / Part-Time / Contractual On-site / Hybrid / Remote