

Job Description – Assistant Manager / Deputy Manager - Program

Designation	Assistant Manager / Deputy Manager – Program
Location	Regional Office
Employment type	Renewable fixed term contract
Report to	Assistant General Manager - Program and Regional Manager
Direct reportees	District Program Officers of 3 districts

ORGANIZATION BACKGROUND

Educate Girls (www.educategirls.ngo) is holistically tackling issues at the root cause of gender inequality in India's education system. Our comprehensive model reforms government schools through community ownership and reaches up to 90% enrolment, higher attendance and improved learning outcomes for all girls. Founded in 2007, the non-governmental organization has a management and outreach office in Mumbai and operations in Pali, Jalore, Sirohi, Ajmer, Bundi, Rajsamand, Bhilwara, Udaipur, Jhalawar and Banswara in Rajasthan and Jhabua, Dhar and Alirajpur in Madhya Pradesh. At this period, the organization is set to grow, and expand its reach of services beyond Rajasthan and Madhya Pradesh. As such, we have committed to launching interventions in multiple new geographies across India over the coming 3 years.

OVERVIEW OF THE ROLE

The position reports to the Regional Manager and Assistant General Manager – Program. The position works closely with district program teams and is mainly responsible for leading the technical program input to ensure successful transition of program efforts to formation of self-sustaining federations of community-based volunteers in program villages and districts. The responsibilities include provision of programmatic inputs to program staff in districts at varying stages of program implementation with a specific focus on managing design and delivery of training content for program support, developing program delivery tools and supporting delivery through the program team.

ROLES and RESPONSIBILITIES

The position will be responsible to:

Program strategy and implementation

- Provide support, as required, for design of program implementation manuals.
- Assist the program team to assess the program implementation process in the assigned intervention area including conducting a gap analysis.
- Assist the program team in modifying program implementation modalities, as may be required.

Design and implementation of volunteer networks

- Assist in locally adapting the model for a federation of volunteers that would include aspects such as the structure of the federation, sustainability considerations and key implementation steps including training needs for program staff.
- Assist in design of training content and in the training of staff to implement the federation model.
- Provide requisite support in implementation of the model to create and sustain a federation of volunteers in intervention areas.
- Assist in developing strategies to motivate and retain field volunteers.
- Manage implementation of strategies to motivate and retain field volunteers.

Team Management

- Provide adequate support to program staff on all work related aspects.
- Work with the District Manager and District Program officer to provide inputs for development of Key Performance Indicators (KPIs) for program staff.
- Conduct periodic meetings with program staff to ascertain progress and provide support as required to help resolve any challenges being faced.

Training

- Assess training needs of assigned program staff on a periodic and contingent basis in context of the Key Performance Indicators (KPIs) and program deliverables.
- Assist in design of training content and developing an annual training plan for assigned program staff.
- Manage the implementation of the training plan including periodic monitoring and evaluation as may be required.
- Participate in conducting training of assigned program staff and provide qualitative inputs to improve training delivery and outcomes.

Others:

- Build and manage partnerships with program and training related stakeholders as required.

EXPERIENCE

Candidates suitable for the position:

- Post graduate degree in Education, Social Sciences or Social Work.
- A minimum of 5-7 years of work experience in the development sector.
- Prior experience in on-ground program implementation in programs being implemented through federations, SHGs (Self Help Groups), volunteer networks or similar collectives.
- Experience in program implementation, training, monitoring and evaluation. Preferably in a large rural-based program in the field of education.
- Confident, articulate, self-driven and a team player.

- Ability and willingness to travel up to 40-60% of the time in specific months to program areas at the state/district/village/block levels, as may be required.
- Proficient in Microsoft Office and Windows Operating System including an ability to work on MSWord, MS PowerPoint, MS Excel and MS Outlook.
- Fluent in written and spoken English and Hindi.

TO APPLY

Interested candidates with relevant experience are to e-mail their **CVs and covering letters** to jobs@educategirls.ngo

IMP:

- Please clearly state **the role and district** that you are applying for in the email subject line.
- Please clearly mention **current/last drawn compensation** and expected compensation.

For further details about organisation please visit www.educategirls.ngo

"Educate Girls is committed to achieving 50/50 gender balance in its staff. Female candidates are strongly encouraged to apply for this position."