

Job Description – Block Officer

Designation	Block Officer
Location	Block Office
Employment type	Renewable fixed term contract
Report to	District Program Officer
Direct reportees	Field Co-ordinators, Team Balika

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.

Role Overview

The Block Officer is responsible for all the field co-ordinators and Team Balika members in a block. The block officer should provide guidance and support to the Field Co-ordinators and Team Balika and ensure provision good qualitative education for every girl in all government schools with basic infrastructure and child-friendly environment in each village under his block.

Key Area of responsibility:

- To spread awareness and the cause for girl education
- To achieve all tasks set towards the cause focused by Educate Girls
- Community mobilization
- Enrollment, liaison
- Motivation and retention of team members
- Empowerment of SMC

Task 1:

Obtain all Village profiles

- Conduct a door to door survey to gather information on out of school girls, school facilities, teacher motivation, accessibility of school, community issues etc.

Task 2:

Identify out of school girls in every village

- To conduct a door to door survey and consult the Child Tracking Survey by the government

Task 3:

School Information Campaign/School profile in every village

- Situation of girl enrolment at primary and upper primary level
- To help conduct pre-tests and post test
- Requirements for school improvement

Task 4:

Enrolment drive in each village

- To mainstream out of school girls age 6-14, including drop outs and never enrolled girls through community based enrolment plans
- Organize Gram Shiksha Sabha, Ma Beti Sammelan and Mohalla Meeting – discuss all issues faced by children where parents and girl child are both invited to be oriented towards girl child education

Task 5:

Recruiting and Coordination with Team Balika in every village

- Advertising for the position by word of mouth to SMC members, teachers, alumni of Team Balika program, anganwadi workers etc.
- To organize the recruiting process of Team Balika
- Monitoring of Team Balika

Task 6:

School Management Committee and School Improvement Plans for every school

- To form and conduct SMC meetings to discuss issues and work towards solving problems
- Making School Improvement Programs (SIP) with SMC
- Getting School Improvement programs approved
- To take valid action on passed SIP
- Teacher Training
- To be in regular contact with SMC members, Head Master and Village Sarpanch

Task 7:

Training

- To attend all training sessions and workshops designed by Educate Girls for activities in your designated block
- To make sure all Field Coordinators and Team Balika from the Block undergo regular training

Task 8:

Reporting

- Daily report writing
- Fortnightly and monthly meetings with Field Coordinators and District Program Manager

- Report through tell callers

Constraints:

Many trips, between 15 to 20 days in rural areas

Education and other required qualifications/experience/skills for the job:

- Masters in Social work/Diploma in Social Work
- A minimum experience of 2 years as social worker.
- Fluent in Hindi and local dialect and basic knowledge of English
- Experience in block management / enrollment / education
- Good contextual knowledge of local issues, organizational relationships, social and cultural constraints and realities, and environmental conditions, Right to Education, Child Psychology, and Community Motivation
- Should have good communication skills in Hindi and local dialect
- Open minded, Methodical, ability to manage stress and responsibility
- Strong presentation and facilitation skills, Report writing
- Time management, Convincing abilities
- To facilitate meeting and training with villagers
- Ability to deal with difficult people
- Strong potential for negotiation
- Counseling and guidance

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."