Job Description – Deputy Manager - Program

<table>
<thead>
<tr>
<th>Designation</th>
<th>Deputy Manager – Program (State)</th>
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<tbody>
<tr>
<td>Location</td>
<td>Ajmer, Rajasthan</td>
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<tr>
<td>Employment type</td>
<td>Renewable fixed term contract</td>
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<td>Report to</td>
<td>Functionally: Senior Manager Program</td>
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<td>Administratively: Senior Manager Operations</td>
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<td>Functional reportees</td>
<td>Program + Content Development</td>
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ORGANIZATION BACKGROUND

Foundation to Educate Girls Globally (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 and Bhilwara in Rajasthan. At this period, the organization is set to grow, and expand its reach of services beyond Rajasthan. As such, we have committed to launching interventions in multiple new geographies across India over the coming 3 years.

Job Profile

The Program Manager is based in the state office and is responsible for assisting in conception of program materials, training content, ensuring delivery through the field program team, overseeing the delivery of programs in the intervention areas. The position is also responsible for the effective management and supervision of all program related activities across all Educate Girls geographical locations. S/he supervises program staff in district and performs other related administrative duties and works closely with the Senior Manager Program for quality improvement of the training contents, program model, developing key program tools, and techniques as necessary for program implementation.

Job Responsibilities:

Task 1: Program Design and Content Development:

- Facilitate the review of the CLT kit together with the content development manager, suggest for changes and get changes made in the same, wherever required
- Adapt the CLT kit and include effective activities for better learning outcomes (phase 2), train the team about the revision and implications while using the same in field
- Standardize the approach towards SMC, GSS & BalSabha modules and make changes in the same, wherever required time to time
- Review and standardize all the Volunteer (Team Balika) training modules and make changes in the same as and when required
- Contribute ideas and field level information for volunteer (Team Balika) Retention & Motivation strategy to the Senior Manager Program and Volunteer Engagement Manager
- Implement of the Volunteer (Team Balika) Retention & Motivation Strategy as conceived
- Support the Senior Manager Program in developing the Program Manual
- Documenting the existing processes in the programme function at district level
- Conduct gap analysis and support in documenting the programme process
- Facilitate in creation of Volunteer (Team Balika) federation in the Phase II of the EG program and support training of staff on the model and managing its expectations
- Support in developing training modules for formation of federation & to further the Volunteer (Team Balika) training
- Work closely with the District Manager and the Regional Program Manager to design the structure and the working of the Federation
- Work closely with the District Manager and the Regional Program Manager to make the Federation sustainable
- Provide guidance to the Senior Manager Operations to design the implementation model
- Work closely with the Senior Manager Operations and the Senior Manager Program to design and take the implementation to Phase 3 of the EG program

**Task 2:**
**Team Management:**

- Lead, motivate and support the program team in creating work plans, meeting deadlines and conducting regular reviews/check-ins for the vertical
- Design and implement the training for the program/training team for their regions evaluate their training needs on regular basis and address them.
- Lead & review the development of KPIs for Regional Program Managers along with Senior Manager Operations
- Assist the District Program Officers in setting KPIs for their sub teams. i.e., program assistants, block officers.
- Conduct meeting of the DPOs & programme assistants periodically as instructed.
Task 3:
Training Schedule, plan and implementation:

- Create an annual training plan for the State & bifurcate the annual plan quarterly and a monthly micro plan, amendments
- Monitor the implementation of annual training plan on monthly basis
- Problem Solving and providing support to the team wherever required
- Ensure the implementation of the training feedback system for further improvement of content and delivery mechanism
- Conduct Training Visits according the training plan and provide qualitative input

Task 4:
Others:

- To effectively manage the partnerships of EG, with specific focus on program/training related stakeholders as and when required
- Participate in Manager/district level meetings whenever invited
- Provide support to other EG functions whenever required

Education & other qualification/experience/skills needed for the job:

- Post Graduate degree in any field of Social Science / education
- Strong oral communication and writing skills
- Experience in program designing, implementation, monitoring
- Knowledge in Hindi, English and local dialect
- Must have basic knowledge of operating computers, MS Office, Windows etc.
- Experience in developing content material and prior experience of working in communities
- Excellent inter-personal skills & ability to work with people from varied backgrounds & levels
- Sensitive to issues of gender equality
- 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

TO APPLY

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