

Job Description – Program Assistant

Designation	Program Assistant
Location	District Office
Employment type	Renewable fixed term contract
Report to	District Program Officer and District Manager
Direct reportees	None

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 Program Assistant is part of the program team in district and is directly responsible for implementation of the programmatic trainings in the district. S/he while being responsible for the content delivery, to the district team, team balika, and smc members as needed.

Job Responsibilities

Task 1:

Training Schedule, plan and implementation

- Assist the DPO in creating an annual training plan and bifurcate the annual plan quarterly and monthly, amendments as necessary
- Implement of annual training plan on monthly basis in their allocated area.
- Problem Solving and providing support wherever required
- Conduct field visit, training Visit according the training plan and provide qualitative input

Task 2:

HR Management

- Support the Block Officers in program delivery and guide them where needed.

Task 3:

Others

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- Participate in district level meetings whenever invite
 - Provide support to other EG function whenever required
 - Support donor visits, other visits.

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

- Post Graduation in Social Sciences or related field preferred
- Minimum 2-3 years of experience
- Average knowledge of computer, Windows and MS Office (Outlook, Word, Excel)
- Fluent in Hindi and local dialect. Good understanding of English

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."