

Job Description – Regional Manager

Designation	Regional Manager
Location	District / State office
Employment type	Renewable fixed term contract
Report to	Chief Operating Officer
Direct reportees	Communications Officer, Deputy Manager – Program, District Manager and Accounts Officer

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.

Main Mission:

The Regional Manager will be responsible for overseeing the operations of three regions at a comprehensive level. Based in regional office s/he will be the face of Educate Girls for internal as well as external stake holders. S/he will develop, refine and implement Operations strategy including aspects such as developing a comprehensive Log frame/dashboard, actively participating in program strategy, guiding and leading the team towards a strong performance oriented approach. S/he will be responsible for the management of the overall quality and efficiency of operations. S/he will ensure that the organization is always in the right direction in operations towards achieving the vision and mission.

Job Responsibilities:

Task 1:

Strategy and Implementation

- Preparation of a detailed log frame for the operations as a dashboard for the region district wise details on timelines, milestones and indicators.
- Lead the implementation of the plan for all three districts through the district Manager for two districts and one directly.
- Drive the strategy into implementation, translating into action.

Task 2:

People Management

- Manage all the Program Manager, Communication Manager, Finance Officer at the regional office and two district Managers and one district team directly; hold regular team meetings to plan work and discuss progress and address problems with these team members.
- Build and lead an effective and cohesive management team
- Regularly review and assess the performance of all district operations, conduct supervision meetings and manage the periodic performance assessment process.
- Work with HRD to develop a strong performance driven approach at all levels which is outcome / achievement based.
- In consultation with HR implement effective succession planning, people management, development, recruitment, and retention strategies for the division

Task 3:

Overall Operations Management

- S/he will lead / guide the functional managers at regional which includes Program, Finance, and communication in addition to operations.
- Keeping the overall Log frame as the basis discuss mutually agree between districts on achievement of targets district wise and block wise.
- Closely follow, guide and review the region / district team for target achievement and quality of achievement.
- Monitor and ensure adherence to organizational policies, procedures and best practices.
- Plan for expansion of new regions and district offices as per the organizational 5 year plan.
- Lead the collation of operational MIS, ensure periodic reports are prepared and shared such as monthly progress report, quarterly progress report.
- Maximize the effectiveness and efficiency operations on an ongoing basis.
- Maintain and develop organizational culture, values and reputation in its domain and with all staff, end beneficiary, partners and regulatory/official bodies.

Task 4:

Liaison

- Lead the liaison team which works in relationship building with Government bodies, departments, functions at state, district and block level
- Give them strategic direction, milestones for their achievements.
- Follow up on updates, review the strategy and improve the quality of relationship with external stake holders in an efficient manner.
- Be the face of Educate Girls in represent in various platforms as necessary. (With partners, visiting donors, government etc.)

Task 5:

Financial Management

- Work closely with the finance and accounts team in building the district wise budgets and collation of the same as a regional unit
- Seek fund request from each district, collate and request funds appropriately from head office, monitor the usage, approve or seek approval for usage based on financial manual.
- Work in tandem with finance team, senior operations manager for all finance related queries and in line with the financial manual and delegation of powers.

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

- Post-Graduation in Sociology, Management, or Social Studies
- Minimum 5 years of operational experience, with 2 years of leadership role
- Requisite computer skills for presentations, communication and data analysis
- Fluency in Hindi is essential, good in 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."