

Job Description – District Manager

Designation	District Manager
Location	District Office
Employment type	Renewable fixed term contract
Report to	Manager / Senior Manager - Operations
Functional reportees	Program Officer, Impact Officer, Training Officer, HR Officer, Accountant, IT Assistant
Employment level	Senior

Organization Background

Established in 2007, Educate Girls (a project of 'Foundation to Educate Girls Globally') is holistically tackling issues at the root cause of gender inequality in India's education system that has helped to ensure over 90% enrolment and higher attendance as well as improved school infrastructure, quality of education and learning outcomes for all girls.

Our comprehensive model helps communities assess their school situation, initiate action plans and empowers them to sustain positive results at the lowest cost. Educate Girls believes that if girls in the most backward gender gap districts are educated now, they will have the potential to enter the formal economy, gain employment and lift their families out of poverty. By leveraging the government's existing investment in schools, Educate Girls delivers measurable results to a large number of beneficiaries and avoids duplication or parallel delivery of services.

Because of the sustainability and scalability of the model, Educate Girls has grown from a 500-school pilot project in the Pali district of Rajasthan to now serving thousands of schools, reaching millions of children in some of India's most remote areas. The non-governmental organization has a management and outreach office in Mumbai and operations in Rajasthan and Madhya Pradesh and is committed to launching interventions in multiple new geographies across India over the coming years.

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

Our Values

Gender Equality	Being able to treat people equally irrespective of gender
Integrity	Possess the ability to “know and do” what is right
Excellence	Being outstanding or extremely good, striving to lead by performance excellence
Collaboration	Working effectively and inclusively with a range of people both within and outside of the organization
Empathy	Being able to understand and share the feelings of another and use that understanding to guide our actions

Our Competencies

Strategic Thinking – Think big yet act focused	Taking Ownership – Feel responsible & accountable	Analytical Thinking – Stay true to your data
Developing Talent – Growing and taking people together	Ensuring Alignment – Think differently but work together	

Overview of the role:

We are looking for District Manager who is the responsible for the planning, strategy and implementation of Educate Girls Program in whole of district with a managerial responsibility of handling finance, impact, human resources and IT for the district. The position involves intense travel in operational areas especially in blocks and villages. This could amount to 40-55% of the time based on programmatic need.

Key Areas of Responsibility:

Strategy and Plan

- The District Manager works with the Manager - Operations and regional / state team to create the strategic vision of the organization's programmatic and operational goals and outcomes for the district
- S/he creates the program dashboard for the district in line with organization expectations and actual situation of the district
- Creates annual plan and is responsible for implementation of operations as per agreed timelines
- Creates micro-plan for implementation of the overall dashboard period-wise and tracks them for progress

Financial management

- S/he is responsible to develop and maintain and review monthly, quarterly, annual budgets for the district.
- Keep a tab on financial implications, ensure cost effective measures are adopted in program implementation
- Follow the financial manual and adhere to the rules for managing finance set by corporate office.
- Embracing responsibility of managing district funds and ensuring timely payments of district vendors

HR Management

- Ensure that the district is staffed as per requirement of the program budget (payroll and volunteers)
- Ensure that they are oriented, inducted and trained to do their job
- Recommend, organize and call for training required to staff to improve their productivity and performance
- Set KPIs/KRAs for district staff, review their performances

Liaison

- The District Manager will liaison with all stakeholders interested / involved in district operations / program
- He/She will liaison with the necessary government bodies for implementation of the program. This includes but is not limited to developing the relationships with the district collector, office of the education officer, Sarva Siksha Aabyan (SSA), as required.
- Monitor, train and improve the relationship with block level and village level government bodies.

Implementation

- Ensures that all programmatic activities are implemented as per agreed timelines with expected quality
- Monitors progress and gives input where necessary.
- Seeks help from functional experts where required

Reporting

- Oversee the data collection and analysis in relation to programmatic intervention areas
- Develop and share all periodic progress reports in a timely manner

Administration

- Ensure set-up of the district office and guesthouse as per organizational standards
- Procurement of goods and services are done as per the procurement policy of the organization

Preferred Education Background:

- Hold a postgraduate degree in education, social sciences or social work
- Fluent in Hindi

Preferred Work Experience:

- Have a minimum of 5 years and up to 8 years of experience in the development sector preferably in the field of girls' education

Preferred Skill Set:

- Adequate computer literacy - Windows and Microsoft Office applications (Outlook, Word, Excel, PowerPoint)
- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail
- Very strong interpersonal skills and the ability to build relationships with stakeholders
- Excellent communication skills
- Proactive approach to problem-solving with strong decision-making capability
- Ability to achieve high performance goals and meet deadlines in a fast paced environment
- Big picture thinker who is resourceful and practical
- Ability to drive team to achieve set goals and manage conflicts

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