

Job Description – Training Officer (District)

Designation	Training Officer
Location	District Office
Employment type	Renewable fixed term contract
Report to	District Manager, Deputy Manager Program
Functional reportees	Program Assistants
Employment level	Junior

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	

Job Profile

Overview of the role:

The Training Officer is responsible for implementation of the capacity building initiatives of the EG program in the district. S/he is the converging point for where the program gets operational and implemented. S/he while being responsible for the content delivery, is also responsible for the quality management of the program.

Areas of Responsibility:

Core Responsibilities

- Work with the District Manager and Deputy Manager Program in developing the district micro action plan for program quality management.
- Monitors program implementation progress and gives input where necessary based on quality improvement.
- Conduct field level visits to monitor program quality using the classroom observation formats.
- Calls for help from functional experts where required.
- Ensure that monthly progress report, quarterly progress report are prepared and shared in a timely manner with the Deputy Manager Program.
- Create an annual training plan & bifurcate the annual plan quarterly and monthly, amendments as necessary
- Monitor the implementation of annual training plan on monthly basis
- Problem Solving and providing support wherever required
- Ensure the implementation of the training feedback system for further improvement of content and training mechanism
- Conduct Training Visit according the training plan and provide qualitative input
- Lead the development of KPIs for Program assistants along with District Manager and review their performance periodically.
- Conduct meeting of the program assistants periodically to review their performance and address gaps if any.

Preferred Education Background:

- Post-Graduation in Social Sciences or related field.

Preferred Work Experience:

- Minimum 3-5 years of experience in training of field staff in medium to large scale implementation projects related to education

Preferred Skill Set:

- Excellent ability to design training plans and implement the same
- Good knowledge of computer - Windows and Microsoft Office applications (Outlook, Word, Excel)
- Basic Data management and analysis skills would be an added advantage
- Fluent in Hindi, good in English

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