

Job Description

Designation	Assistant Manager Program
Department	Program
Location	TST Office
Employment type	Employment contract
Report to	Deputy Senior Manager Program and Regional Manager
Positions reporting to this role	Training Officers & Regional Program Officer
Employment level	Middle

Version No:			
JD No.:	PRO-004	Version No.:	V1
Effective date:	May 2021	JD approved by:	

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 organization 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
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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**

✓ **Scope & overview of the role:**

The position will report to the Regional Manager and Deputy Senior Manager Program. This position is responsible for providing technical support to the district operations team for ensuring quality program implementation. The Deputy Program Manager is tasked with providing technical steer for learning, community mobilization, enrolment and retention to the district team members for sustainable program efforts through capacity building, designing of tools for efficient program delivery and being responsive to constantly changing program needs. This position is required to work closely with district teams and is expected to support Head Office in devising strategies for program implementation, building and managing volunteer network and in – house capacity building related to program respectively.

✓ **Areas of Responsibility:**

- Support the Head Office for codification of program interventions and tool development
- Assist the program vertical to assess the program implementation process in the assigned districts including conducting a gap analysis
- Closely work with RM and finalize the strategies of entire region
- Developing the Core Group & Masters trainer group at regional level for quality training implementation
- Work on the development of CG and MTs
- Analysing the data and use in further program planning
- Content creation for program related trainings
- Create and approve the content and process the digital trainings on web
- Lead technical support in their respective regions by working with district operations teams for modifying program implementation modalities, as may be required
- Support in designing and implementing of a sustainable field volunteer initiative in intervention areas with VM team and help with identification and implementation of strategies respectively to help motivate and retain these volunteers
- Conduct Training Visit according the training plan and provide qualitative input
- Jointly manage district program team performance with the District Managers and provide inputs for development of Key Performance Indicators (KPIs) for the program team

- Conduct regular progress review meetings (monthly & quarterly) with district teams and provide handholding support for addressing challenges
 - Track the program training as well as activity of PO & AGP
 - Design and deliver in – house staff and volunteer training for learning, community mobilization, training skills and any other theme identified
 - Observation and Assessment of learning delivery, training delivery, community mobilization activities to input on gaps and enable improvement in quality of deliver on the ground
 - Support Partnership Management Team in their allocated districts for partner capacity building and programme implementation monitoring and support for ensuring quality outcomes
- ✓ **Core Responsibilities**
- Strategy and Planning for program Operation
 - Quality Assurance and Course correction
 - Implementation of capacity building program
 - External Evaluation Readiness
 - Documentation & monitoring
 - Training management (Offline / online/web based)
 - HR Management
- ✓ **Liase with:**
Operations-RM and districts unit team and Impact/VM teams/other verticals like-IT
- ✓ **Education Background:**
Post graduate degree. Preferably in any stream of Social Science
- ✓ **Work Experience:**
A minimum of 5-7 years of relevant work experience of training/project management. Relevance experince with community related work in education sector
- ✓ **Skills Set:**
- **Soft skills:**
 - Gap analysis
 - Strategic planning
 - Effective communication and Coordination skills
 - Team Management/team leading skills/Team Player
 - Problem solving
 - Facilitation skills,
 - Piloting and designing
 - Training skills
 - Conflict Management,
 - Ability to collaborate across verticals
 - Decision Making
 - Mentoring & coaching
 - Interview skills, Resourceful,Analytical thinking

- **Technical skills:**

- Digital training (Create/review/Approve the training)
- Training management
- Designing skill
- Training Facilitation Skills
- Expert in MS Office
- Data analysis
- Data interpretation
- Web and Application based digital training skill
- Support Partnership Team Management.

- ✓ **Travel requirement:**

Willingness to travel up to 40 to 50% of the time at the HO/state/district/village level in programme geographies as required

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