

## Job Description – Operations Support Resource @ District level

<b>Designation</b>	Associate Project Lead Operations (District level)
<b>Department</b>	Operations
<b>Location</b>	Uttar Pradesh / Madhya Pradesh / Rajasthan
<b>Employment type</b>	Employment contract
<b>Report to</b>	State Lead
<b>Positions reporting to this role</b>	None
<b>Employment level</b>	Middle

<b>Version No:</b>			
JD No.:		Version No.:	v1
Effective date:	April-2021	JD approved by:	NA

### 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](http://www.educategirls.ngo)

### Our Values

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

This document reflects the job content at the time of designing the job description and will be subject to periodic change in the light of changing operational and environmental requirements. Such changes will be incorporated in the job description on annual basis

## Our Competencies

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

### ✓ **Scope & overview of the role:**

This position demands a dynamic, flexible and agile resource with a demonstrated ability to achieve results in high paced environments. This support resource will report to the State Lead. H/She will be responsible for providing support to the respective District Leads across Rajasthan, Madhya Pradesh & Uttar Pradesh in coordination with State Leads.

This position demands excellent operations knowledge, strong organizational skills, ability to report accurately and a good understanding of support functions - HR, Admin, Finance & IT.

### ✓ **Areas of Responsibility:**

- Temporarily fill vacant positions within the Operations function at District level
- Provide surge support to the designated operations unit
- Provide additional leadership and management capacity during program mobilization, implementation, completion and reporting at designated operations unit
- While working on certain pilot projects / expansion projects, manage the team under his/her responsibility, as assigned by the reporting manager, ensuring efficiency, productivity and engagement by all team members
- As & when required, under the supervision of the reporting manager, conduct field visits, for monitoring, consultation with key stakeholders and providing support to program/impact teams for ensuring timely and effective project implementation, determining gaps and needs, addressing them and taking corrective measures within appropriate timelines
- Contribute to donor engagement & donor reporting as per requirement
- Remote Support Management in program development, project monitoring, evaluation & reporting, developing SOPs etc.

### ✓ **Core Responsibilities:**

- He/She needs to provide surge support or fill possible gaps quickly and efficiently in the Operations function. The surge support or gap filling can consist in, but are not limited to, coordinating / leading / supporting pilot projects / expansion projects including working on strategy, planning, implementation plan.
- He/She will ensure quality implementation, efficient use of budget, timely completion and donor reporting for the projects or activities assigned to. He/She will also cover gaps and support the operations teams across States based on the operational needs arising from time to time

✓ **Liaise with (internal & external stakeholders)**

Internal: All functions

External: Government, Other NGOs, Agencies, Partners

✓ **Education Background:**

Postgraduate degree in education, social sciences or social work, MBA

✓ **Work Experience:**

Minimum of 3-4 years of leadership experience with at least 1 year of project management in the development sector preferably in the field of girls' education / education segment

✓ **Skills Set:**

• **Soft skills:**

People management & development

Decision making

Critical & analytical thinking

Effective delegation

Target driven

Conflict management

• **Technical skills:**

Financial acumen

Stakeholder management

Project management

Planning, budgeting & implementation

Understanding program model

Proficiency in Microsoft Office & presentations skills

✓ **Travel requirement:**

60-70% travel within state & at inter-state level

Since the role is expected to provide surge support, approx. 60-70% of his/her time is expected to be spent at the implementation sites / field across states

✓ **Compensation:**

Up to 7.20 lacs pa

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

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