

Job Description – Cluster Incharge (Women Empowerment Initiative)

Designation	Cluster Incharge
Department	Operations
Location	Field Area Of (District - Sirohi, Dausa and Jaipur)
Employment type	Employment contract / Consultant
Report to	District Incharge
Positions reporting to this role	Village Operations Facilitator
Employment level	Junior

Version No:			
JD No.:		Version No.:	
Effective date:	July 2021	JD approved by:	Project Lead

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

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

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

✓ **Scope & overview of the role:**

An MOU has been signed by Foundation to Educate Girls Globally and Department of Women Empowerment of Rajasthan accordingly Educate Girls and GoR shall jointly make efforts towards the inclusive and holistic development for the adolescent girls and women.

The purpose of the MOU is to strengthen the role of key stake holders of women empowerment in planning and implementing the program in the selected districts, blocks and villages. The state team further will create the leaders (who will take the model up) for replication of the model in the state as well as, in different parts of the country.

The project is based on the core enabling and enhancing areas of adolescent girls and women between the age group of 10 to 35 years including accessibility of education, livelihood opportunities, reproductive health issues, Leadership roles, Gender-Equality, Reproductive and other Life skills issues.

To implement this project effectively and intensively a state district, cluster and village level program implementation structure designed. The Project is mainly focused on the following Key Verticals

- Access to quality education
- Access to Social empowerment issues
- Access to skills for livelihood
- Access to political and legal dimensions

The elaborative intent of the above verticals is as follows:-

- Attempts to ensure the reach of adolescent girls to education through different educational platforms ;
- Increase the levels of self-image and self-confidence in women so that they may also play a positive role in the development;
- To help the State Government in effective implementation of its various schemes, play an active role, to help Saathins, Self Help Groups, women, adolescent girls etc.
- To connect elderly adolescent girls and women to the skill development programmes/ entrepreneurship programmes for their better livelihood option.
- To prepare a positive environment in support of efforts/attempts made to prevent violence against women and for that, to make both men and women as equal partners.
- To enable the women/ adolescent girls to the degree that they could raise questions in a critical fashion; and making the information and knowledge as a base, could receive education; and become so skilled that they could earn their livelihood and contribute towards the development of society.

To work on the above cohesive areas of empowerment processes educate girls requires individuals who will be capable of working efficiently and professionally at cluster level and have an experience to working with middle level officers of government.

✓ **Areas of Responsibility:**

The Cluster incharge will be responsible for ensuring all cluster level activities per the timelines. s/he should maintain effective Liaison with block level Govt. Officers/ PRI/ Community Stakeholder. Maintain all activities related block level data and submit in District as required. Support village level coordinators for yearly/Quarterly/Monthly weekly planning and handhold in field level activities. Review the performance of team on Monthly/Quarterly/Halfyearly/Annualy basis

Part -1

- Understanding the rural economy and developing strategies for training and placement in various trades particularly with the reference of adolescent girls and women.
- Understanding of government schemes/subsidy processes for better fund utilisation. And accessible for deprived communities.



- The cluster in charge will work with aligned stakeholders for implementing the project effectively in the cluster and villages.
- Overall management of Mobilisation, training and placement.
- Coordination and direction to village workers for proper candidate selection.
- To understand supply and demand gaps in the job market
- Coordinate financial linkages activities to create supportive environment for the programme
- Organise entrepreneur development programme with the village teams
- Identify the local farm/nonfarm based product for skill initiative and income enhancement.
- Understanding of FPOs/federation/SHGs formation
- Understanding of market linkage and credit linkage methods.
- Able to create convergence and partnership at different level for livelihood activities.

Part -2

- Conduct regular community engagement activities with the help of Village team.
- Organize innovative activities for building awareness about child marriage and gender discrimination and other girls education related activities.
- Able to create model schools around the BPBP scheme and identify the non-schools going girls for better education options.
- Support the village teams to create village and schools profiles for proper schools monitoring processes.
- Basic understanding of text books and schools level activities.
- Able to take sessions in schools on different component.
- Able Conduct training programs of different stake holders at block level.
- Proper information of dropout adolescent girls and connecting mechanism.
- Basic understanding of all groups formed in the villages like SHGs/SMCs etc.
- Able to work closely with teachers and block level officers of education and other department.
- Closely work with the community to improvise on project implementation
- Understanding of life skills and other important political and legal rights for women and Adolescent girls.
- Ensure effective child, community and teacher centric learning environment incorporating pedagogical skills in all schools across the assigned district.

✓ Core Responsibilities

- Ensure safekeeping or institute's assets and maintenance of infrastructure
- Develop rigorous systems that ensure proper implementation of the Project
- Maintain and monitor MIS of the Project
- Provide support to team at cluster and field.
- Frequent field visits to ensuring proper monitoring of the program activities
- To liaison with the district administration as per program need.
- Maintain proper MIS of all and share reports with all the concerned stake holders.

✓ Education Background:

- Graduate with a minimum of 55% marks in any Discipline.
- Post- graduation degree/MSW will be an added advantage.

- ✓ **Work Experience:**
 - A minimum 1 to 3 years of experience in education, Livelihood and other development sector is must.
 - Prior experience of working with government aligned projects will be preferred.

- ✓ **Skills Set:**
 - **Soft skills:**
 - Should be willing to work with the mainstream system, deprived communities and other like-minded civil societies and organizations.
 - Be gender sensitive.
 - Basic communication and written skills both in Hindi and English.
 - Have the desire and ability to do advocacy for girl child education.
 - Demonstrated leadership skill, innovative and creative thinking.
 - Familiar program operational rhythm.
 - Be non-judgmental and empathetic approach.
 - Ability to manage and lead a team with openness and humility.
 - Be creative, proactive and self-driven.
 - Ability to think out of the box, solution driven and innovative.
 - Excellent interpersonal and communication skills
 - Adequate knowledge of computers – MS Office
 - Fluency in Hindi and local language and basic knowledge of English both in writing and communication.
 - Open to learn and explore

 - **Technical skills:**
 - Familiar with Computer skills including MS Office proficient, PPT, Excel
 - Scooter and Motorcycle driving required

- ✓ **Travel requirement:** Field visits of 20 days in a month.

- ✓ **Maximum Age limit: 35**

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