

### Job Description – District Incharge (Women Empowerment Initiative)

<b>Designation</b>	District Incharge
<b>Department</b>	Operations
<b>Location</b>	Jaipur, Sirohi, Dausa
<b>Employment type</b>	Employment contract / Consultant
<b>Report to</b>	Project Lead
<b>Positions reporting to this role</b>	District Impact Officer, District HR-Admin-Finance&Accounts Officer, Cluster Incharge
<b>Employment level</b>	Middle

<b>Version No:</b>			
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](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 and 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

#### 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		<b>Ensuring Alignment</b> – Think differently but work

together	together
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✓ **Job Profile**

✓ **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 District Level and have a good experience to working with senior and middle level officers of government.**

✓ **Areas of Responsibility:**

**The project required individuals who have a cohesive and inclusive understanding and experience to work in different development vertical including education, livelihood and social empowerment.**

**Part -1**

- Will work closely with the senior government officials and project aligned stakeholders for implementing the project effectively in the district.
- Responsible to create an innovative model for implementation
- Able to create model schools around the Beti Bachao Bati Padho and other government schemes.
- Needs to create state and district level plan for maximum utilization of BBBP funds.
- Create a design for out of school girls for connecting them for different continuing and open examination platforms.
- Ensure effective child, community and teacher centric learning environment incorporating pedagogical skills in all schools across the assigned district.
- Able to identify the areas of operations from new education policy for larger platforms.
- Build partnership with DIET and other educational bodies of technical and administrative support.
- Ensure gender sensitive environment in schools and community and encourage girl child education.
- Able to provide pedagogical support to schools and teachers.
- In-depth understanding of community engagement platforms and SMC roles in schools

**Part-2**

- In depth understanding of different skill and livelihood based schemes initiated by the GoI and GoR including PMKVY, Indira Mahila Shakti Samvardhan Yougna etc.
- Understand the rural economy and developing strategies for training and placement in various trades.
- Able to negotiate with market players for direct market support to Farm/Non Foam sector for beneficiaries and groups
- Able to create and enhance Federations/FPOs and SHGs for better livelihood prepositions.
- Able to create Value chain based models for Village/Cluster commodities or products
- Able to create convergence and partnership at different level

✓ **Core Responsibilities**

- Develop annual plan, effective monitoring mechanism and oversee budget of the program.
- 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.
- Organize capacity building sessions for internal team and external stakeholders.
- Maintain proper MIS of all the across the District/State and share reports with all the concerned stake holders.

✓ **Education Background:**

Post graduate with a minimum of 55% marks in any Discipline/MSW

✓ **Work Experience:**

- A minimum 7 to 10 years of experience in education and Livelihood sector is must.
- Prior experience of working with government aligned projects will be preferred.
- Prior experience of working with women and children especially for girl child would be desirable.
- Experience of working in a recognized non-government/CSR organization on managerial or coordinating position is desirable.

✓ **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.
- Fluency in Hindi and English both in writing and communication.
- Have the desire and ability to do advocacy for girl child education.
- Demonstrated leadership skill, innovative and creative thinking.
- 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.
- Familiar program operational rhythm.
- Open to learn and explore

• **Technical skills:**

- Adequate knowledge of computer skills including MS Office proficient (Word, PPT, Excel).
- Data analysis, documentation and reporting skills
- Virtual facilitation skills

✓ **Maximum Age limit: 50 years**

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