

Job Description – District Manager

Designation	District Manager (AM / DM / Manager level)
Department	Operations
Location	Uttar Pradesh / Bihar (Expansion Project)
Employment type	Employment contract
Report to	Manager / Senior Manager – Operations / Head Expansion
Positions reporting to this role	Program Officer, Impact Officer, Training Officer, HR Officer, Accounts Officer, IT Officer
Employment level	Middle

Version No:			
JD No.:		Version No.:	v1
Effective date:	April-2021	JD approved by:	AVP Operations

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, Madhya Pradesh and Uttar 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	

✓ **Scope & overview of the role:**

We are looking for District Manager who is responsible for the planning, strategy and implementation of Educate Girls Program in whole of district with a managerial responsibility of handling finance, impact, human resources and IT for the district. The position involves intense travel in operational areas especially in blocks and villages. This could amount to 40-55% of the time based on programmatic need.

✓ **Areas of Responsibility:**

Strategy and Plan

- The District Manager works with the Manager - Operations and regional / state team to create the strategic vision of the organization's programmatic and operational goals and outcomes for the district
- S/he creates the program dashboard for the district in line with organization expectations and actual situation of the district
- Creates annual plan and is responsible for implementation of operations as per agreed timelines
- Creates micro-plan for implementation of the overall dashboard period-wise and tracks them for progress

Financial management

- S/he is responsible to develop and maintain and review monthly, quarterly, annual budgets for the district.
- Keep a tab on financial implications, ensure cost effective measures are adopted in program implementation
- Follow the financial manual and adhere to the rules for managing finance set by corporate office.
- Embracing responsibility of managing district funds and ensuring timely payments of district vendors

HR Management

- Ensure that the district is staffed as per requirement of the program budget (payroll and volunteers)
- Ensure that they are oriented, inducted and trained to do their job
- Recommend, organize and call for training required to staff to improve their productivity and performance
- Set KPIs/KRAs for district staff, review their performances

Liaison

- The District Manager will liaison with all stakeholders interested / involved in district operations / program
- He/she will liaison with the necessary government bodies for implementation of the program. This includes but is not limited to developing the relationships with the district collector, office of the education officer, Sarva Siksha Aabyaan (SSA), as required.
- Monitor, train and improve the relationship with block level and village level government bodies.

Implementation

- Ensures that all programmatic activities are implemented as per agreed timelines with expected quality
- Monitors progress and gives input where necessary.
- Seeks help from functional experts where required

Reporting

- Oversee the data collection and analysis in relation to programmatic intervention areas
- Develop and share all periodic progress reports in a timely manner

Administration

- Ensure set-up of the district office and guesthouse as per organizational standards

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

- Procurement of goods and services are done as per the procurement policy of the organization

✓ **Core Responsibilities:**

- Accountable for strategy, planning & implementation of EG Program ensuring quality, cost efficiency & as per timelines set
- Effective utilization of budget within the year
- Effective coordination with all verticals for smooth implementation of all activity
- Ensuring the qualitative review of all staff member as per the organization values and policies

✓ **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 preferred

✓ **Work Experience:**

Minimum of 4 – 5 years of experience with at least 2 years of project management in the development sector in the field of girls' education

✓ **Skills Set:**

• **Soft skills:**

People management & development (ability to manage higher span of control & team management)
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
Data analysis & data articulation skills

✓ **Travel requirement:**

50-60% travel within districts, need based travel at State level

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