

Job Description – GR Documentation Officer

Designation	GR Documentation Officer
Department	Strategic Partnership
Location	Uttar Pradesh TST (Prayagraj)
Employment type	Renewable fixed term contract
Report to	Assistant Sr. Manager Strategic Partnership
Positions reporting to this role	-
Employment level	Junior

Version No:	01.14		
JD No.:		Version No.:	V1
Effective date:		JD approved by:	(designation)

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

- ✓ **Scope & overview of the role:** The Government Relations Documentation Officer role includes - promoting the mission and services of Educate Girls with an emphasis on enhancing understanding of the organization's work; driving organizational and development of documents or reports for districts, regional level and state level; coordinating with teams to create, collate and deliver textual, audio and visual content; ensuring consistency in all communications and documentation work; building external and internal stakeholder trust and advocacy; building necessary reports and documents as and when required.

✓ Areas of Responsibility:

Brand Alignment:

- Manage Educate Girls' brand image and positioning to strengthen relationship with all key stakeholders at regional level
- Maintain consistency in branding and messaging across all documentation work.
- Keep all brand violation under check while developing reports/documents.
- Induct new recruits into the brand and brand guidelines

Creation and Delivery of Content:

- Co-ordinate with teams to collect and create success stories for Govt. Monthly Reports.
- Co-ordinate with teams and Govt. stakeholders to collect / create quotes, testimonials, pictures etc. for bi-monthly newsletter.
- Ensure timely print and dissemination of newsletter, Press release for districts events/Activities.
- Proof-read all communications collaterals.
- Draft slogans and text for banners /invites as required.
- Draft official Govt. letters in prescribed format as required.

Technical Expertise:

- Use the platforms for employee and volunteer motivation and to create awareness about girls' education.
- Keep track of key Govt. official –handles for intelligence on Govt. priorities.

Support Regional Events:

- Attend relevant regional events and communicate with stakeholders in order to churn out content for newsletter and social media pages and in Govt. reports.

- Manage cultural performance, branding and anchoring during Foundation Day celebrations

Facilitate Field Visits and Representation:

- Build strong local print media networking-for EG Activity, ensuring Govt. Massaging alignment in press releases.
- Facilitate Govt. official visits
- Facilitate photography/videography projects, operational activities.
- Represent Educate Girls at various events when require

Admin:

- Keep a track of the Govt. kits distribution.
- Take charge of translations of material in Hindi language
- Govt. Kit materials.

✓ **Core Responsibilities**

- ✓ **Liaise with:** Alignment within internal team for information gathering.

- ✓ **Education Background:** Bachelor's degree required (preferably in arts, journalism, media studies)

✓ **Work Experience:**

- At least 2 years of experience in strong documentation or related field in a company, NGO or government agency.
- Experience in developing monthly, half yearly and annual reports with quality.
- Desirable quality is writing in Hindi.

✓ **Skills Set:**

- **Soft skills:** Communication Skills, Pressure Handling, Flexibility, Multitasking.
- **Technical skills:** Ability to develop compelling stories with superior written, oral and visual communications skills.
- Ability to write and present clearly and persuasively in Hindi and English. Proficiency in local dialect preferred.
- Proficiency in MS Word and PowerPoint.
- Understanding of computer, internet and social media is imperative
- Interest in Document Designing,
- Ability to meet deadlines,
- Professional maturity and ability to work effectively across levels, functions and regions

- ✓ **Travel requirement:** Willingness to travel as per need.

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