

Job Description – NGO Partnership Program Officer

Designation	Program Officer
Department	Operations
Location	Khargone
Employment type	Employment contract
Report to	Lead NGO Partnerships /Manager Operations
Positions reporting to this role	NGO Partner
Employment level	Junior

Version No:	V1		
JD No.:	OPS-018	Version No.:	V1
Effective date:	June 2021	JD approved by:	Head Strategic Expansion

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

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

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:**

The Program Officer is responsible for overall quality control through support in planning, monitoring, training, reporting, evaluation (Cross Check, Spot-Check) and support in implementation of the program in the Partner geography. S/he is the converging point for where the program gets operational and implemented at partner geography. S/he while being responsible for the content delivery, is also responsible for the operational management of the program for the side to Educate Girls. She /he is in command to the Educate Girls and monitor and support partner operations. The position involves intense travel in operational areas especially in blocks and villages. This could amount to 50-60% of the time based on programmatic need.

✓ **Scope & overview of the role:**

The position will report to the Lead NGO Partnership/Manager Operations. This position is responsible for providing technical support to the NGO partner team for ensuring quality program implementation. The Program Officer is tasked with providing technical steer for learning, community mobilization, enrolment and retention to the partner team members for sustainable program efforts through capacity building, designing of tools for efficient program delivery and being responsive to constantly changing program needs. This position is required to work closely with NGO partnership teams and is expected to support Regional & Head Office in devising strategies for program implementation, building and managing partnership network and in – house capacity building related to program respectively.

✓ **Areas of Responsibility:**

Operational Management:

- Work with the partner Director and Project Coordinator in developing and implementing the annual plan for the partnership
- Further support and monitor to break down the NGO partner plan into block wise actionable plans
- Assist the Lead NGO Partnership/Manager Operation in developing, maintaining and reviewing monthly, quarterly, annual budgets for the NGO Partner
- Create implementation maps for each NGO Partner with their respective NGO Director and Project Coordinator
- Monitors progress and gives input where necessary
- Seeks support from functional experts where required
- Oversee the data collection related to programmatic intervention areas as set by the Impact team.
- Ensure that monthly progress report, quarterly progress report are prepared and shared in a timely manner

Training Schedule, plan and implementation:

- Create an annual training plan for both NGO staff and community volunteers
- Monitor the implementation of annual training plan on monthly basis
- Problem solving and providing support wherever required
- Ensure the implementation of the training feedback system for further improvement of content and delivery mechanism

- Conduct field visits as per the plan and provide qualitative input

✓ **Core Responsibilities**

- Strategy and Planning for program operations
- Quality Assurance and Course correction
- Implementation of capacity building program
- External Evaluation Readiness
- Documentation & monitoring
- Training management (Offline / online/web based)
- HR Management at NGO partner on behalf of Educate Girls

✓ **Liaise with:**

Operations-Lead NGO Partnership/Manager Operation and NGO Partner unit team and Impact/VM teams/other verticals like-IT

✓ **Education Background:**

Post graduate degree. Preferably in any stream of Social Science and experience of working in NGO

✓ **Work Experience:**

A minimum of 5-7 years of relevant work experience of training/project management. Relevance experience with community related work in education sector

✓ **Skills Set:**

• **Soft skills:**

- Gap analysis
- Strategic planning
- Effective communication and Coordination skills
- Team Management/team leading skills/Team Player
- Problem solving
- Facilitation skills,
- Piloting and designing
- Training skills
- Conflict Management,
- Ability to collaborate across verticals
- Decision Making
- Mentoring & coaching
- Interview skills, Resourceful, Analytical thinking

• **Technical skills:**

- Digital training (Create/review/Approve the training)
- Training management
- Designing skill
- Training Facilitation Skills
- Expert in MS Office
- Data analysis
- Data interpretation

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- Web and Application based digital training skill
 - Support Partnership Team Management.

✓ **Travel requirement:**

Willingness to travel up to 60% to 70% of the time at the Regional/District/village level in programme geographies as required

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