

### Job Description – Program Assistant

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|------------------|-------------------------------|
| Designation      | Program Assistant             |
| Location         | District Office               |
| Employment type  | Renewable fixed term contract |
| Report to        | Training Officer              |
| Direct reportees | -                             |
| Employment level | Entry/Junior                  |

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

#### Job Profile

##### Overview of the Role:

The Program Assistant is part of the program team in district and is directly responsible for implementation of the programmatic trainings in the district. S/he while being responsible for the content delivery, to the district team, team balika, and smc members as needed.

##### Areas of Responsibility:

**Core Responsibilities**

- Assist the TO in creating an annual training plan and bifurcate the annual plan quarterly and monthly, amendments as necessary
- Implement of annual training plan on monthly basis in their allocated area.
- Problem Solving and providing support wherever required
- Conduct field visit, training Visit according the training plan and provide qualitative input
- Support the Block Officers in program delivery and guide them where needed.

**Preferred Education Background:**

- Post-Graduation in Social Sciences or related field

**Preferred Work Experience:**

- At least 2-3 years of work experience in project management lead or supportive role in small to medium education projects

**Preferred Skill Set:**

- Good project management skills
- Adequate knowledge of project implementation
- Medium to good documentation skills
- Fluency in Hindi required and fluency in English would be an added advantage
- Basic knowledge of Computers – MS office required
- Excellent inter personal and communication skills required

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