

Job Description – Deputy Manager Program

Designation	Deputy Manager Program
Location	Regional Office
Employment type	Renewable fixed term contract
Report to	Regional Manager Operations, Director Program
Functional reportees	Regional Program Officers, Training Officers

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

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

Overview of the role:

The position will report to the Regional Manager and Director Program. This position is responsible for providing technical support to the district operations team for ensuring quality program implementation. The Deputy Program Manager is tasked with providing technical steer for learning, community mobilization, enrollment and retention to the district 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 district teams and is expected to support Head Office in devising strategies for

program implementation, building and managing volunteer network and in – house capacity building related to program respectively.

Areas of Responsibility:

Core Responsibilities

- Support the Head Office for codification of program interventions and tool development
- Assist the program vertical to assess the program implementation process in the assigned districts including conducting a gap analysis
- Lead technical support in their respective regions by working with district operations teams for modifying program implementation modalities, as may be required
- Support in designing and implementing of a sustainable field volunteer initiative in intervention areas and help with identification and implementation of strategies respectively to help motivate and retain these volunteers
- Jointly manage district program team performance with the District Managers and provide inputs for development of Key Performance Indicators (KPIs) for the program team
- Conduct regular progress review meetings (monthly & quarterly) with district teams and provide handholding support for addressing challenges
- Design and deliver in – house staff and volunteer training for learning, community mobilization, training skills and any other theme identified
- Observation and Assessment of learning delivery, training delivery, community mobilization activities to input on gaps and enable improvement in quality of deliver on the ground
- Support Partnership Management Team in their allocated districts for partner capacity building and programme implementation monitoring and support for ensuring quality outcomes

Preferred Education Background:

- Post graduate degree in Social Work from a reputed institution

Preferred Work Experience:

- A minimum of 7-10 years of work experience in the development sector in the field of rural education, with working knowledge of learning related aspects
- Working knowledge of content design and administration will be an added advantage
- Prior experience in on-ground program implementation in programs being implemented through community mobilization, working with panchayats, self-help groups and other similar collectives
- Experience in program implementation, training, monitoring and evaluation. Preferably in a large rural-based program in the field of education or health

Preferred Skill Set:

- Good knowledge of national and state policies
- Proficient in Microsoft Office and Windows Operating System including an ability to work on MSWord, MS PowerPoint, MS Excel and MS Outlook.
- Proven skill in managing and analysing medium to large database and excellent demonstrated ability to use data analysis for programme intervention and course correction
- Fluent in written and spoken English and Hindi.

The candidate should be able and willing to travel up to 40-60% of the time to program areas at the state/district/village/block levels, as may be required.

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