

Job Description – Program Officer

Designation	Program Officer
Location	District Office
Employment type	Renewable fixed term contract
Report to	District Manager and Deputy Program Manager (Region)
Functional 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 many 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

Overview of the role:

The Program Officer is based in the district office and is responsible for assisting in conception of program support training contents, ensuring delivery through the field program team, support the overseeing the delivery of programs in the intervention areas. S/he coordinates with program staff in district and performs other related administrative duties and works closely with the District Manager and Deputy Program Manager of the respective region, for quality improvement of the training contents, program model, developing key program tools, and

techniques as necessary for program implementation.

Areas of Responsibility:

- Contribute ideas and field level information for Team Balika Retention & Motivation strategy to the (mention reporting manager designation)
- Conduct gap analysis and support in documenting the program process
- Support the review of curriculums and coordinate changes wherever required to achieve better outcomes
- Work on SMC, GSS & Balsabha modules and make changes in the same, wherever required time to time
- Review and standardize all the Team Balika training modules and make changes in the same
- Support the Deputy Program Manager to improve LSE quality for Balsabha activities
- Create an annual training plan & bifurcate the annual plan quarterly and monthly, amendments
- Monitor the implementation of annual training plan on monthly basis in coordination with the Program Teams at the district level.
- Problem Solving and providing support wherever required
- Ensure the implementation of the training feedback system for further improvement of content and delivery mechanism
- Conduct Training Visits according the training plan and provide qualitative input
- Identify gaps through observations of trainings and analysis of the gaps and finding solution for the same

Preferred Education Background:

- Graduate degree in any field of Social Science / education

Preferred Work Experience:

- 2-3 years of experience in implementing of an education project with conducting of trainings preferred

Preferred Skill Set:

- Strong oral communication and writing skills
- Experience in program development and design
- Knowledge in Hindi and English
- Must have basic knowledge of operating computers, MS Office, Windows etc.

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