

Job Description – Operations Officer

Designation	Operations Officer
Location	Head Office Mumbai
Employment type	Renewable fixed term contract
Report to	Head Operations Strategy
Functional reportees	None
Employment level	Entry

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	

Overview of the role:

The Operations Officer will report to Head Operations Strategy and will be based at Head Office in Mumbai. The position will assist the Head Operations Strategy in supporting the field operations and coordination with different functions in head office. The position will also support implementation of programs in new intervention geographies. Key areas of focus for this role will be ensuring that all the district operations get the required support from head office with regards to reports, procurements, data, etc

Key Areas of Responsibility:

Data Compilation & Reporting

- Support in the consolidation of program MIS reports and develop periodic and contingent reports.
- Coordination with field teams for all donor reports and other requirements from donors
- Support the development team with variance explanation for all donor reports- program and finance

Procurement

- Data compilation for all centralized procurements required at district level
- Coordination with Admin team in head office for all centralized procurements for district teams

Coordination

- Assist in communication with District and Block program teams including gaining information on program status and disseminating information, as may be required.
- Assist the district teams in developing their annual budgets
- Coordinate with internal team members at the headquarter office to respond to requirements arising from the state and district program teams.
- Travel to program geographies as required towards developing program status reports.

Preferred Education Background:

- Hold a postgraduate degree in education, social sciences or social work.

Preferred Work Experience:

- Have a minimum of 2 years of experience in the development sector preferably in the field of girls' education

Preferred Skill Set:

- Adequate computer literacy - Windows and Microsoft Office applications (Outlook, Word, Excel, PowerPoint)
- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail
- Strong interpersonal skills and the ability to build relationships with stakeholders; Good communication skills

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