

## Job Description – Program Officer (Coordination)

<b>Designation</b>	Program Officer (Coordination)
<b>Location</b>	Head Office
<b>Employment type</b>	Renewable fixed term contract
<b>Report to</b>	Director Program
<b>Functional reportees</b>	-
<b>Employment level</b>	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 Officer is based in the central office and is responsible for assisting in conception of program support training contents for both the primary and the secondary education programs, ensuring delivery through the field program team, support the overseeing the delivery of programs in the intervention areas. S/he coordinates with program staff and works closely with the Program Managers for quality improvement of the training contents,

program model, developing key program tools, and techniques as necessary for program implementation. The position involves travel in operational areas especially in villages at least once a month.

**Areas of Responsibility:**

**Program Design and Content Development:**

- Assist the review of the primary education learning program (Gyan ka Pitara) together with other program team members, suggest changes and make changes in the same, wherever required
- Support the review of the Gyan ka Pitara learning kit and give feedback to include effective activities for better learning outcomes, train the team about the revision and implications.
- Participate in the brainstorming, design and development of Secondary education program.
- Review and standardize the training approaches towards the existing and upcoming secondary curriculum.
- Conduct gap analysis and Focus group discussions with field staff and volunteers wherever needed.
- Support the review of curriculums and coordinate changes wherever required to achieve better outcomes
- Coordinate with training partners for content and design as and when required.
- Documenting the existing processes in the program function

**Training and monitoring**

- Create training plans and agendas.
- Monitor the implementation of trainings and train master trainers
- Problem Solving and providing support wherever required
- Ensure quality implementation of content and delivery mechanism
- Conduct Training Visits, give feedback and observe classrooms

**Others**

- To effectively manage the partnerships of EG, with specific focus on program/training related stakeholders as and when required.
- Coordinate with the field level teams for activities related to the program team.
- Assist the program head in regular day-to-day activities, as and when needed.
- Provide support to other EG functions whenever required.

**Preferred Education Background:**

- Graduate degree in any field of Social Science / Education.

**Preferred Work Experience:**

- 0 to 2 yrs experience in program development and design.

**Preferred Skill Set:**

- Strong oral communication and writing skills.
- Knowledge of 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."