

## Job Description – District Program Officer

<b>Designation</b>	District Program Officer
<b>Location</b>	District Office
<b>Employment type</b>	Renewable fixed term contract
<b>Report to</b>	District Manager
<b>Functional reportees</b>	Block Officer
<b>Employment level</b>	Middle

### 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

### Overview of the role:

The District Program Officer is responsible for implementation of the program in the district. S/he is the converging point for where the program gets operational and implemented. S/he while being responsible for the content delivery, is also responsible for the operational management of the program. She /he is the second in command to the District Manager and manages district operations in the absence of District Manager. The position involves intense travel in operational areas especially in blocks and villages. This could amount to 50-60% of the time based on programmatic need.

---

### **Areas of Responsibility:**

#### **Operational Management:**

- Work with the District Manager in developing and implementing the annual plan for the district
- Further work to break down the district plan into block wise actionable plans
- Assist the District Manager in developing, maintaining and reviewing monthly, quarterly, annual budgets for the district
- Create implementation maps for each block officers with their respective assigned program assistants and impact assistants
- Monitors progress and gives input where necessary
- Seeks support from functional experts where required
- Oversee the data collection related to programmatic intervention areas as set by the Impact team.
- Ensure that monthly progress report, quarterly progress report are prepared and shared in a timely manner

#### **Training Schedule, plan and implementation:**

- Create an annual training plan for both district staff and community volunteers
- Monitor the implementation of annual training plan on monthly basis
- Problem solving and providing support wherever required
- Ensure the implementation of the training feedback system for further improvement of content and delivery mechanism
- Conduct field visits as per the training plan and provide qualitative input

#### **HR Management:**

- Lead the development of KPIs for Program assistants, block officers and Field Coordinators along with District Manager and review their performance periodically.
- Conduct meeting of the Block Officers and programme assistants periodically to review their performance and address gaps if any.

#### **Others:**

- To effectively manage the partnerships of EG, with specific focus on program/training related stakeholders as and when required
- Participate in Manager/district level meetings whenever invite
- Provide support to other EG function whenever required

#### **Preferred Education Background:**

- Post-Graduation in Social Sciences or related field.
- Good knowledge of computer - Windows and Microsoft Office applications (Outlook, Word, Excel)
- Fluent in Hindi, good in English

**Preferred Work Experience:** Minimum 3-5 years of experience

#### **Preferred Skill Set:**

- Adequate computer literacy Good knowledge of computer - 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
- Very strong interpersonal skills and the ability to build relationships with stakeholders
- Excellent communication skills with the ability to deliver trainings and presentations
- Proactive approach to problem-solving with strong decision-making capability

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