

Job Description – Program Officer (Coordination)

Designation	Program Officer (Coordination)
Department	Program
Location	Udaipur/Prayagraj/Indore
Employment Type	Renewable Full Time Employment Contract
Report to	
Positions reporting to this role	

Organization Background

Established in 2007, Educate Girls' is a non-profit that focusses on mobilising communities for girls' education in India's rural and educationally backward areas.

Strongly aligned with the 'Right to Education Act' or the 'Samagra Siksha', Educate Girls is committed to the Government's vision to improve access to primary education for children, especially young girls.

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

Areas of Responsibility

Program Core Work –

- Managing E learning platform for digitisation on Training Module (e courses)
- Digital training Creating/Reviewing the trainings
- Assist to train team and staff on eLearning and IPMTAS module.
- Provide support in designing testing on IPMTAS.
- Assist in program data collection, management & Analysis.
- Support in dashboard development and report development of program
- Assist in developing the quality report of program activity.
- Understanding on state/ district specific errors & root causes through dashboards, meetings, field visits
- 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
- Monitor the implementation of trainings and train master trainers
- Problem Solving and providing support to functional Team wherever required
- Ensure quality implementation of content and delivery mechanism as per the responsibility.
- Coordinate with the field level teams for activities related to the program team.
- Provide support to other EG functions whenever required in team meeting.

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
- *Review and standardize the training approaches towards the existing and upcoming IT module training.*

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.

Education Background

Graduate degree in any field of Social Science / Education.

Work Experience

0 to 2 yrs experience in program development and design.

Skills Set

- Strong oral communication and writing skills.

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- Knowledge of Hindi and English.
 - Must have basic knowledge of operating computers, MS Office, Windows etc.

Travel requirement

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