

## Job Description – Government Partnerships Senior Specialist

<b>Designation</b>	Government Partnerships Senior Specialist
<b>Department</b>	Strategic Partnerships
<b>Location</b>	Lucknow
<b>Employment Type</b>	Renewable Full Time Employment Contract
<b>Report to</b>	Head of Strategic Partnerships, State Operations Lead
<b>Positions reporting to this role</b>	-

### 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](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

### Areas of Responsibility

1. Develop a government relationship strategy ensuring consistency with EG's overall strategic direction.
2. Review the State level data flow regularly in support with the impact team to improve liaison with Government on data alignment.
3. Forge relationships with government officials and find new partnerships with communities and influencers in the region.
4. Provide regular reports as per defined timelines.
5. Creating awareness about work of Educate Girls in State/ Districts.
6. Influencing decision makers to position Educate Girls as an organization committed to social change and reducing gender gaps
7. Building relationships with key influencers in the Government across primary and secondary stakeholders
8. Ensuring that strong, dynamic, long-term professional relationships are formed and managed successfully with all levels of government, including key district and state government representatives.
9. Supporting the State/district teams of EG in resolving their Government related problems.
10. Ensuring MOUs for Educate Girls
11. Participate fully along with strategic inputs on operation plans during the one on one weekly meetings with the functional manager as well as Monthly State Meetings. Regular and timely quality check meeting done-with a development and Improvement plan.
12. Team Transition - Management - able to lead and manage Ops request and State Level liaising

### Education Background

- Postgraduate degree in public administration, humanities, social sciences or social work

### Work Experience

- Minimum 5 years of experience in the corporate/development sector preferably in the field of liaison with Govt.
- Demonstrated experience in working at a senior level liaising, and working with government authorities at a State and/or Local level.

### Skills Set

- **Soft skills:**
  - Willingness to travel at least 25% and up to 50% of the time in specific months at the state/district/village level in program geographies.
  - Strong communication, organization and interpersonal skills .
  - Candidate should have excellent Liaisoning skills along with negotiation.
  - Should be able to lead Presentation in front of Senior Govt officials.
  - Should have basic understanding in Education space in terms of development sector.
  - Mature to handle a State with more development partners and create brand image.
- **Technical skills:**

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- Excellent knowledge of computer - Windows and Microsoft Office applications (Outlook, Word, Excel, Powerpoint)

**Travel requirement**

25 to 50% of the time

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