

Key Position Information:	
Job Title	District Program Officer
Department	Operations
Position Location	District
Type of Agreement	Renewable fixed-term contract
Position Reporting	District Operations Lead (Direct Reporting)
Position Reportees	Block Program Officers
Position Level	Junior

Educate Girls – An Overview:

Vision- We aim to achieve behavioural, social and economic transformation for all girls towards an India where all children have equal opportunities to access quality education.

Background- Educate Girls (a project of 'Foundation to Educate Girls Globally') is a non-profit organization that focuses on mobilizing communities for girls' education in India's rural and educationally backward areas. Strongly aligned with 'Right to Education Act' or the 'Samagra Shiksha' the organization is committed to the Government's vision to improve access to primary education for children, especially young girls. Educate Girls currently operates successfully in over 20,000+ villages in Rajasthan, Madhya Pradesh and Uttar Pradesh. By leveraging the Government's existing investment in schools and by engaging with a huge base of community volunteers, Educate Girls helps to identify, enrol and retain out-of-school girls and to improve foundational skills in literacy and numeracy for all children (both girls and boys). This helps deliver measurable results to a large number of children and avoids parallel delivery of Services.

We are at www.educategirls.ngo for detailed information on our vision, mission and programs.

Position Overview:

Being a key position in Educate Girls, the District Program Officer (DPO) is the converging point from where the program gets operational and implemented. While on one hand, it provides managerial & supportive assistance to the District Operation Lead, on the other hand, it is responsible for effective implementation of all Educate Girls activities in the district by working closely with field personnel at the district and block levels. The position is second in command to the District Operations Lead and manages district operations in the absence of District Operations Lead. The position involves intense travel in operational areas especially in blocks and villages. This could amount to 50-60% of the time.

Position in the Organogram:



Position Key Responsibilities:

Program Planning & Implementation

- Work with the District Operations Lead in developing the annual plan for the district.
- Break down the district plan into block wise actionable plans.
- Create implementation maps for each block officers with their respective assigned program assistants and impact assistants.
- Assist the District Lead in developing, maintaining and reviewing monthly, quarterly, annual budgets for the district.
- Seeks support from functional experts/ Technical Support Team where required.
- Monitors progress and gives inputs where necessary
- 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.

On-ground implementation and monitoring

- Enrolment & Retention –Work with Block officers to ensure Enrolment & Retention targets are completed as per District Targets.
- Learning-Ensure Learning targets are completed as per District Targets
- Ensure Completion of Door-to-door Survey & Training as per requirement & roles for entire district
- Community Ownership: Ensure all activities for driving community ownership are carried out as planned.
- TB Engagement & Handholding TB for enrolment & Retention

Managerial Responsibility

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

Desired Incumbent Profile:

Personality: Self-driven, result-oriented with a positive outlook with a clear focus on high quality output. 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. Empathic communicator, ability to see things from the other person's point of view. Ability to get along with variety of individuals and a team-player.

Work Life Balance: Must be mature and domestically secure. Able to work extended hours on occasions when required.

Technology skills: Must be adept in use of MS Office, particularly Excel and Word, and ideally Access or similar database to basic level, Internet and email. Open for learning and adapting to new technologies being introduced in the organization.

Specific Job Skills & Values:

- Sound contextual knowledge of local issues, organizational relationships, social and cultural constraints and realities, and environmental conditions, Right to Education, Child Psychology, and Community Motivation
- Ability to multitask and perform under stress situation
- Ability to treat people equally irrespective of gender
- Integrity towards the work and ability to “know & do” what is right
- Striving to lead by performance excellence
- Working effectively and inclusively with a range of people both within and outside of the organization
- Empathy

Preferred Education Background:

- Masters in Social work/Diploma in Social Work
- Fluent in Hindi and local dialect and basic knowledge of English

Preferred Work Experience:

- A minimum experience of 3-5 years at district / block level function & community interaction.

Desired 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

