



Subject Matter Specialist: Operations – Project Management Unit

Position Location: Jaipur, Rajasthan

About the Organization: Established in 2007, Educate Girls' is a non-profit that focuses on mobilizing communities for girls' education in India's rural and educationally backward areas. Strongly aligned with the 'Right to Education Act' or the 'Samagra Shiksha', Educate Girls is committed to the Government's vision to improve access to primary education for children, especially young girls. Educate Girls (EG) currently operates successfully in over 20,000+ villages in Rajasthan, Madhya Pradesh and Uttar Pradesh with a strength of 2200+ employees & 13000+ volunteers (Team Balika). 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.

For more information on the organization log on to www.educategirls.ngo

We are currently establishing a Project Management Unit in collaboration with the Department of Education, Government of Rajasthan. A dedicated project team will be tasked with assisting the Department of Education in devising and executing strategies aimed at enhancing the quality of education, implementing open schooling initiatives, and providing technical support.

Position Overview:

The incumbent holds a pivotal role, responsible for day-to-day meetings and maintaining a comprehensive understanding of the Department's policies, schemes, and initiatives. This role serves as a critical link between Educate Girls and the government, providing essential support in implementing educational strategies and ensuring seamless alignment with departmental objectives.

The key responsibilities of this position include:

- **Providing Day-to-Day Support:** Offering daily assistance and support to the officials and bureaucrats within the Department of Education.
- **Stakeholder Engagement:** Actively engage in daily meetings and interactions with key stakeholders within the Department, ensuring a clear understanding of departmental policies and objectives.
- **Policy Comprehension:** Develop a profound understanding of departmental policies, schemes, and initiatives, allowing for informed decision-making and strategic alignment.
- **Implementation Support:** Offer crucial support in implementing departmental policies and schemes, acting as a bridge between Educate Girls and the government, and contributing to the successful execution of educational initiatives.
- **Letter Composition:** Drafting official letters, reports, and correspondence on behalf of the Project Management Unit

- **Policy Advocacy:** Engaging in policy advocacy efforts by collaborating with relevant stakeholders, identifying areas for policy enhancement, and contributing to the development of impactful educational policies.

Desired Incumbent Profile:

Preferred Education Background: A Master's degree in Management (Rural Management is Desired)

Preferred Work Experience:

- A minimum of 3-4 years of experience in roles related to policy comprehension, operations in underserved areas of Rajasthan, and providing support in the implementation of educational strategies.

Preferred Skill Set:

- Strong understanding of department of Education, National Education Policy (NEP), NIPUN Bharat and challenges in the education landscape of Rajasthan.
- Proven ability to scaffold strategies and provide recommendations based on performance and feedback.
- Demonstrated capability in offering crucial support in the implementation of departmental policies and schemes, serving as an effective bridge between Educate Girls and the government, and ensuring the successful execution of educational initiatives.
- Excellent oral and written communication skills in both English and Hindi.
- Proficiency in computer applications, including Windows and Microsoft Office (Outlook, Word, Excel).

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