Job Description – Project Consultant IT (Technical Resource) - Project Management Unit (PMU)

Position Location: Jaipur, Rajasthan

Organization Background

Established in 2007, Educate Girls' (EG) 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 Siksha', 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 & amp; 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

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

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: What are we looking for

We are focused on leveraging technology for catalyzing the ecosystem for delivering and scaling the project. As per our initial assessment, the need is to support the State Government of Rajasthan in building a dynamic website. The PMU resource would be required to have technical knowledge, and also act as liaison between the State Government, the IT vendor, and EG to operationalize the website.

Hence we are looking for a Technical Resource to join the Project Management Unit (PMU) who can help consolidate the website vision, work with the tech partners in translating the tech strategy into product, as well as build and manage the roadmap for development

Position Key Responsibilities:

- The candidate holds the responsibility for the website's vision, definition, and evolution

- The candidate shall provide vision and direction to the software development team and stakeholders throughout the project, and ensure the website meets the program goals

- The candidate shall collaborate with the internal program team and key stakeholders (internal and external) towards developing and implementing the overall vision.

Job Role:

- Help define and communicate a clear vision for the website. Understand the target audience, market trends, and business objectives, and ensure that the development team is aligned with these goals.

- Focus on the needs of the end users. Gather user feedback, conduct research, and ensure that the website meets the requirements and expectations of the target audience.

- Work closely with government stakeholders and IT vendor to gather requirements and prioritize features. Identify the most important features and ensure that they are implemented effectively within the project timeline and budget.

- Facilitate communication and coordination between multiple teams, such as designers, developers, and content creators, ensuring that everyone is aligned and working towards a common goal.

- Responsible for ensuring the quality of the website. Conduct testing, identify and resolve issues, and ensure that the website meets the desired standards and specifications.

- Capacity building of stakeholders to use the application

- Ensure smooth Change Management Process - from ideation to users

- Manage bug fixing with software development team

- Ensure and support data management processes – organizing, protecting, storing, sharing etc.

- Reports management through application

Desired Incumbent Profile:

Preferred Education Background:

- B. Tech in Computer Science & Engineering/Information Science & Engineering

Preferred Work Experience:

- Minimum 5 years' experience in the technology field with a demonstrable track record in dynamic website development.
- Experience in back-end data maintenance and data security management for the website.
- 3+ years of software project management experience, having led at least 1 end-to-end website development project.

Preferred Skill Set:

- Experience in managing dev ops of hosting and running a website, and real-time content updates on the website.
- Experience of working and leading in a team environment. Should have past experience in collaborating with government stakeholders and agencies.
- Exceptional problem solving skills and an ability to deal with a fast-paced and complex environment with tight deadlines
- Is open to travel to our program geographies to understand the requirement better.
- Comfortable conversing in Hindi, preferably a resident of Rajasthan (Jaipur) or willing to relocate.

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