



Project Officer (Consultant) – Project Management Unit (Secondary Education Department, Lucknow, Uttar Pradesh)

Position Location: **Prayagraj, Uttar Pradesh**

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 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 & 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 having Project management unit in collaboration with Dept. of Secondary Education, Govt. of Uttar Pradesh. A Special Project team unit will be responsible for Support the Government of Uttar Pradesh (GoUP) in the Implementation of the Career Awareness Program and handling the social media platform of the department.

Position Overview:

We are looking for a Project Officer to promote organisation best practices, coordination with stakeholder, drive communication between departments & oversee overall coordination related to UPSOSB (Uttar Pradesh State Open School Board) Project at **Prayagraj (Patrachar - UPSOSB) Office**. To work for knowledge documentation and dissemination and strategic communications management.

Position Key Responsibilities:

Program Execution:

- Manage Educate Girl's brand image and positioning to strengthen relationship with all key stakeholders at regional level.
- Support in organizing meetings, annual workshops for the different project at state to share best practices, innovations, and prospective plans.
- Coordination and outreach to the respective department for UPSOSB project activities and results.

Government Engagement:

- Cultivate and maintain strong relationships with government agencies at the district-Prayagraj.

- Represent the organization in different government meetings, workshops and initiatives.
- Work closely with the government officials to align program objectives with the state educational policies and priorities.

Stakeholder Management

- Collaborate with educational institutions and local organizations to strengthen program outreach.
- Build partnerships and alliances to enhance the career awareness program's impact and sustainability.

Creation and Quality of Content

- Establish mechanisms to track program progress and identify areas for improvement from time to time.
- Prepare comprehensive reports for internal and external stakeholders, highlighting achievements, challenges, and recommendations.
- Draft official government letter in prescribed format as required.

Technical Expertise

- Develop and execute various strategies to enhance the government's and organization's presence in the project.
- Create and curate content for various platforms.
- Design various documents as per departmental needs – promotions, etc.
- Maintaining all the documents related to UPSOSB.
- Development of documents in consultation with the PM required for UPSOSB.
- Fast tracking the process and sharing update notes for AD and Chairperson of the Board.

Desired Incumbent Profile:

Preferred Education Background:

- Post-Graduate or equivalent in Management, MSW, Sociology or related discipline.

Preferred Work Experience:

- Minimum of 2-3 years' work experience in stakeholder management etc. Previous work with government agency will be an added advantage.
- Experience in content creation in English and Hindi Both.

Preferred Skill Set:

- Experience working on projects involving the design and implementation of communications strategies, including the use of social media at various levels.
- Significant experience in making policy recommendations and driving policy reforms.
- Experience organizing knowledge-sharing sessions and documenting knowledge for wider sharing
- Hindi typing, writing and Government Relation skills are required.
- Strong communication and interpersonal skills
- Understanding of computer, internet and social media is imperative.

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