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DEC 2025-DEC 2026  
INDIA



## Program Officer ( Neev Unit )

Department: Central Design

Location: Madhya Pradesh, Uttar Pradesh, Rajasthan & Bihar

Level: L6

**APPLY HERE**

Information Links

[www.educategirls.ngo](http://www.educategirls.ngo)

[Educate Girls receives the 2025 Ramon Magsaysay Award](#)

[Founder Safeena's TED Talk , April 2019](#)

[2023 WISE Prize in Education](#)

[Worlds First Development Impact Bond in Education](#)

[First TED Audacious Project to be chosen from Asia](#)



## Join Us in Transforming Lives:

Educate Girls is an award-winning non-profit working to ensure that every girl in India's rural and educationally marginalised communities has access to quality education.

In 2025, **Educate Girls became the first Indian organisation to receive the Ramon Magsaysay Award, Asia's highest honour.**

Since 2007, we have partnered with state governments and local communities to identify out-of-school girls, support their enrolment and retention, and strengthen foundational learning for all children. Our second-chance program also helps adolescent girls and young women complete their Grade 10 and 12 educations while building life skills and agency.

With a network of more than 55,000 community volunteers, Educate Girls has enrolled over 20 lakhs girls and improved learning outcomes for over 24 lakh children across 30,000 villages in Rajasthan, Madhya Pradesh, Uttar Pradesh, and Bihar.

### **Over the next 10 years, Educate Girls aims to impact 10 million learners by:**

- Continuing 'Vidya', our Back-to-School Program, which identifies out-of-school girls (ages 6-14), supports enrolment and retention in government schools and strengthens foundational learning and life skills.
- Scaling up India's largest second-chance education initiative 'Pragati', targeting adolescent girls and young women (ages 15-29) who drop out due to societal barriers & systemic gaps and are now ineligible for formal schooling. Pragati delivers village-based learning camps to build life skills, enhance agency and enable learners to earn their Grade 10 certifications through State Open Schools.
- Strengthening open schooling systems in 12 states through Technical Assistance Units (TAUs) in partnership with the government. These units focus on improving access to and the quality of State Open Schools to support learners in the Pragati program.
- Together, these programs embody our mission to ensure that every girl is included, educated, and empowered - driving lasting transformation in education and gender equity across India

### **About the role:**

The Program Officer will be responsible for the effective implementation of the organization's programs, conducting training, and providing field-level support related to content and curriculum. This position will act as a key coordinator between content design, training, monitoring, and field implementation.

The primary responsibility of the Program Officer will be to ensure the development of training content, frameworks, and training modules are effectively delivered in the field and deliver quality outcomes.

**In this role, you will be responsible for:**

**1. Training and Capacity Building**

- Support to develop the training modules and materials of FLN & Life skill
- Conduct trainings of master trainers and staff
- Support the implementation of training calendars and training plans
- Assist in organizing ToT (Training of Trainers) sessions
- Deliver the training sessions on FLN & Life Skill
- Conduct capacity-building activities for teachers, volunteers, and field staff
- Monitor the quality of training and provide suggestions for improvement

**2. Program Implementation Support**

- Support the development of content and implementation of learning frameworks
- Assist in field-level implementation of content related to FLN for 7-29 years learners, Life Skills Education (LSE)
- Support in the content design and testing as per the project
- Support in the execution of the pilot and testing of learning modules and tools
- Coordinate with state and district teams to ensure smooth delivery of programs
- Provide technical support related to content to field teams
- Plan and execute day-to-day program-related activities.

**3. Observations and Quality Assurance**

- Regular monitoring of program quality
- Conduct training observations at different levels
- Analyse program performance using data sources
- Provide handholding support through field visits
- Ensure adherence to defined timelines and quality standards

**4. Documentation and Reporting**

- Prepare training reports, field reports, and learning reports
- Document best practices
- Maintain systematic records of program-related data and resources
- Provide regular reporting to management.

**Communication and Soft Skill:**

- Excellent Facilitation skills
- Good knowledge of national and state policies



- Proficient in Microsoft Office and Windows Operating System including an ability to work on MSWord, PowerPoint, MS Excel and MS Outlook.
- Proven skill in managing and analysing medium to large database and excellent demonstrated ability to use data analysis for program intervention and course correction.
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- Fluent in written and spoken Hindi & English.

#### **Education Background:**

- Post-Graduation in Social Work / Education / Development Studies / Instructional Design

#### **Preferred Work Experience:**

- 3–5 years of experience in education projects
- Experience in FLN and life skill education related program
- Experience in training facilitation and field implementation  
Experience of working in the NGO / development sector

#### **Travel Requirement**

- The candidate should be able and willing to travel up to 40-60% of the time to program areas at the
- state/district/village/block levels, as may be required.

**Apply Link -** <https://forms.gle/G7twKN9n2eNvR2nr6>