



District Manager  
Operation (Pragati)

Department: Operations

Location: Saran

Work Type: Full-time

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Information Links

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

[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 Asi](#)

Our Core Values : Integrity | Collaboration | Gender Equality | Empathy | Excellence

## 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.

### Role Overview:

We are seeking an enthusiastic and results-driven Manager Operations (District Level) to spearhead the delivery of Project Pragati in Bihar to enable more than 15,000 adolescent girls and young women to pass their 10th grade from Bihar State Open School in the next 21-24 months.

As a Project Officer, you will be the driving force behind the successful execution of this life-changing initiative. This is not just another job; it's a unique chance to be part of a team that is actively changing lives through transformation in education.

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

#### A] Support Operations Strategy & Approach

- Designing operations strategy with State Operations Lead and creating an action plan with specific inputs from the district.

- Creating the project dashboard for the district in line with organization expectations and actual situation of the district.
- Co-design actionable implementation plan for the district with clear timeline and budget targets along with

the State Operations Lead.

- Conduct root cause analysis to design solutions for systemic problems and develop innovations for the project effectiveness.
- Support State Operations Lead in adapting program strategy based on on-ground learning from district.
- Support field team and block officers in implementation of the project as per agreed timeline period-wise and track them for progress.

### **B] On-ground Implementation and Monitoring**

- Ensure Enrolment & Retention targets are completed as per District Targets
- Ensuring all activities for driving community ownership are carried out as planned.
- Interact with key stakeholders (government departments and officials) on a day-to-day basis to ensure delivery on project objectives.
- Ensuring strong working relationships with government officials at district level, project partners (external partner), non-profit partners, school principals and teachers.
- Review work done by implementation partners, including government officials, to ensure compliance with outcome, budget and timeline targets.
- Identify operational bottlenecks and weaknesses, wherever applicable.
- Track project progress on key indicators according to the given framework.
- Report performance on key indicators periodically and on a timely basis.

### **C] Managerial Responsibility**

- People Capability, ensuring a high-performance culture & minimize people risk.
- Reduce attrition within a defined percentage that minimizes impact on operations and achieving targets.
- Encourage Gender Diversity initiatives across the employee life-cycle.
- Effective Utilization of Finance and optimum adherence to compliances for the operational districts
- Budget utilization efficiently, monitoring & tracking variances.
- Adherence to Policy & Procedures (Finance policy, procurement policy, ALM and any other process set from time to time)

### **D] Donor Reporting**

- Statutory Audits
- Internal Audits
- Donor Audits / Visits
- Establish linkages and strengthen networking and liaison with government departments and other stakeholders to foster support for effective implementation of the project deliverables.
- Ensure set-up of the district office and guesthouse as per organizational standard.
- Ensuring Procurement of goods and services are done as per the procurement policy of the organization and in close collaboration with Procurement Team

- IT Budget Planning for respective office
- Preparing Functional Requirement for IT Strategy
- Providing feedback and input for IT Strategy
- Ensure confidentiality and security of the project data and information.

#### **D] Communication and Documentation**

- Documentation and communication of project achievements / outcomes in a timely and as per approved format.
- Ensure submission of periodical reports (programmatic and financial) as per organization requirements and donor specifications
- Preparing and managing documentation related to project e.g., approvals, letters, etc.
- Oversee the data collection and analysis in relation to programmatic intervention areas.
- Documentation on on-ground learnings and knowledge received from external partner to support EG's internal capacity / knowledge building.
- Submit reports and participate in state and district level reviews periodically as per project requirement, Develop and share all periodic progress reports in a timely manner.
- Risk mitigation & conflict management

#### **Minimum Qualifications, Experiences and Expectations**

- 5-7 years' experience in delivering projects, monitoring of Education programs
- Excellent proficiency in Hindi – to read, write and speak, proficiency in English is preferable
- Excellent planning and execution skills
- Good observation and analytical skills
- Experience in conducting training sessions
- Analytical and Problem-solving ability, with die hard attitude
- Familiar with standard project management practices
- Well organized, with high standards of work ethics
- Comfortable in using MS Office, Gmail and other standard Internet Resources

#### **Apply if you have**

- Excellent planning and organizational skills, with strong attention to detail
- Strong analytical and problem-solving skills
- Ability to manage tasks, with strong time management and communication skills, to collaborate across verticals.
- Ability to work independently and as part of a team in a fast-paced, dynamic environment.
- Passion for girls' education and a commitment to improving the lives of girls in underprivileged communities.
- Open to travel to the field when required.

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