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DEC 2025-DEC 2026
INDIA



Program Senior Specialist

Department: Program
Location: Raipur, Chhattisgarh
Level: L5

Information Links

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](#)

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

About the role:

The Program Senior Specialist is a dual-track role that combines instructional design with on-ground training delivery. The incumbent will conceptualize, design, and continuously improve high-quality educational content and training frameworks for Educate Girls' Vidya and Pragati programs, while also leading the planning, facilitation, and quality assurance of training delivered to Master Trainers, Program Associates, and field teams. The role sits at the intersection of content strategy and program implementation, translating organizational learning objectives into practical, field-ready curricula and building the capacity of the district and state program teams to deliver them with excellence.

The position requires strong understanding on training design, deliver and strategic thinking, paired with the flexibility to travel extensively across state, district, block, and village levels to monitor implementation, gather field insights, and continuously refine both content and training quality.

In this role, you will be responsible for:

1. Strategy and Annual Planning

- Collaborate with the State Program Senior Specialist and program teams to develop the district's annual implementation plan and align content strategy with field realities and learner needs.
- Plan, coordinate, and monitor the implementation of training programs at the district level, ensuring timely execution in line with organizational objectives.

2. Content Design and Development

- Review content on the basis of field feedback, learner needs, and emerging requirements; develop and lead pilot testing of new learning content.
- Coordinate with internal teams and external stakeholders to ensure end-to-end, timely training delivery.

3. Training Delivery and Capacity Building

- Lead the planning, coordination, and facilitation of training programs.
- Design training modules, facilitator guides, and support government cascade training.
- Build Master Trainer capacity through coaching, mentoring, and technical support.
- Promote blended learning and support e-learning content development.
- Develop assessment tools to evaluate learning outcomes and improve training delivery.
- Ensure trainee certification aligns with organizational quality standards.

4. Quality Assurance and Field Monitoring

- Conduct regular field visits to monitor training quality, content delivery, and program implementation.
- Conduct post-training visits and recommend improvements to content and delivery.
- Identify performance and knowledge gaps and implement corrective actions.
- Implement training feedback mechanisms to continuously improve content and facilitation.
- Conduct periodic review meetings to assess performance and develop improvement plans.

- Evaluate training effectiveness and strengthen partnerships and networks.

5. Documentation and Knowledge Management

- Excellent training facilitation, classroom management, and presentation skills.
- Strong problem-solving, decision-making, and strategic thinking abilities, with the capability to translate ideas into practical solutions.
- Excellent organizational and planning abilities with close attention to detail; ability to manage multiple priorities under pressure.
- Outstanding interpersonal and stakeholder management skills, with a collaborative mindset for working across diverse teams.
- Excellent verbal and written communication skills in Hindi and English, including strong writing and editing ability.
- Proven ability to supervise, coach, mentor, and develop teams.
- Creative thinking with a strong eye for detail and quality.
- Commitment to gender equity, diversity, inclusion, and high standards of integrity and ethical conduct.

Preferred Education

- Master's degree, Social Sciences, Instructional Design, Development Studies, or related fields.
- Fluency in Hindi and the local dialect, with working proficiency in English.

Preferred Work Experience

- 5–8 years of experience in Training module development, training facilitation, or capacity building within the education or development sector.
- Prior experience in the NGO or education sector preferred.

Preferred Skills

- Self-motivated, result-oriented, and quality-focused.
- Understanding of community-based programs
- Strong analytical, strategic, and conceptual thinking with empathy.
- Responsible, adaptable, and able to balance travel with program demands.
- Experience in training facilitation and capacity building.
- Proficiency in MS Office and digital content tools.
- Creative thinking with strong attention to detail.

Travel Requirement

Willingness to travel up to 50-60% of the time at State/District levels in program geographies.