

## Job Description – Program Officer

<b>Designation</b>	Program Officer
<b>Location</b>	Udaipur and Indore (R3 and R4)
<b>Employment type</b>	Renewable fixed term contract
<b>Report to</b>	Deputy Manager – Program (R3 and R4)
<b>Functional reportees</b>	-
<b>Level</b>	L6

### Organization Background

Educate Girls ([www.educategirls.ngo](http://www.educategirls.ngo)) is holistically tackling issues at the root cause of gender inequality in India's education system. Our comprehensive model reforms government schools through community ownership and reaches up to 90% enrolment, higher attendance and improved learning outcomes for all girls. Founded in 2007, the non-governmental organization has a management and outreach office in Mumbai and operations in Pali, Jalore, Sirohi, Ajmer, Bundi, Rajsamand, Bhilwara, Udaipur, Jhalawar and Banswara in Rajasthan and Jhabua, Dhar and Alirajpur in Madhya Pradesh. At this period, the organization is set to grow, and expand its reach of services beyond Rajasthan and Madhya Pradesh. As such, we have committed to launching interventions in multiple new geographies across India over the coming 3 years.

### Job Profile

#### Main Mission:

The Program Officer is based in the regional office and is responsible for assisting in conception of program support training contents, ensuring delivery through the field program team, support the overseeing the delivery of programs in the intervention areas. S/he coordinates with program staff in respective district and performs other related administrative duties and works closely with the Deputy Manager Program for quality improvement of the training contents, program model, developing key program tools, and techniques as necessary for program implementation.

#### Job Responsibilities:

##### Task 1:

#### Program Design and Content Development:

- Conduct gap analysis and support in documenting the programme process
- Support the review of curriculums and coordinate changes wherever required to achieve better outcomes
- Review and standardize the mythology of approach towards SMC, GSS & BalSabha modules and make changes in the same, wherever required time to time
- Review and standardize all the Team Balika training modules and make changes in the same
- Review Life skill game kit or find some new game for Balsabha
- Provide help in developing module for formation of federation & to further Team Balika training

**Task 2:**

**Training Schedule, plan and implementation:**

- Create an annual training plan & bifurcate the annual plan quarterly and monthly, amendments
- Monitor the implementation of annual training plan on monthly basis in coordination with the Program Teams at the Regional and the District level.
- Problem Solving and providing support wherever required
- Ensure the implementation of the training feedback system for further improvement of content and delivery mechanism
- Conduct Training Visits according the training plan and provide qualitative input

**Task #:**

**Others:**

- To effectively manage the partnerships of EG, with specific focus on program/training related stakeholders as and when required
- Participate in Manager/district level meetings whenever invited
- Provide support to other EG function whenever required

**Education & other qualification/experience/skills needed for the job:**

- Graduate degree in any field of Social Science / education
- Strong oral communication and writing skills
- Experience in program development and design
- Knowledge in Hindi and English
- Must have basic knowledge of operating computers, MS Office, Windows etc.

**TO APPLY**

Interested candidates with relevant experience are to e-mail their **CVs and covering letters** to [jobs@educategirls.ngo](mailto:jobs@educategirls.ngo)

**IMP:**

- Please clearly state **the role and district** that you are applying for in the email subject line.
- Please clearly mention **current/last drawn compensation** and expected compensation.

For further details about organisation please visit [www.educategirls.ngo](http://www.educategirls.ngo)

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