

Job Description – Training Officer

Designation	Training Officer
Location	District Offices of R3, R4 and R5.
Employment type	Renewable fixed term contract
Report to	District Manager (administratively) and Deputy Manager Program (functionally)
Direct reporting staff	Program Assistants
Work with	District Team
Employment grade	L6

Organization Background

Educate Girls (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.

Position

The Training Officer is responsible for implementation of the capacity building initiatives of the EG program in the district. S/he is the converging point for where the program gets operational and implemented. S/he while being responsible for the content delivery, is also responsible for the quality management of the program.

Job Responsibilities

Quality Management:

- Work with the District Manager and Deputy Manager Program in developing the district micro action plan for program quality management.
- Monitors program implementation progress and gives input where necessary based on quality improvement.
- Conduct field level visits to monitor program quality using the classroom observation formats.
- Calls for help from functional experts where required.
- Ensure that monthly progress report, quarterly progress report are prepared and shared in a timely manner with the Deputy Manager Program.

Training Schedule, plan and implementation:

- Create an annual training plan & bifurcate the annual plan quarterly and monthly, amendments as necessary
- Monitor the implementation of annual training plan on monthly basis
- Problem Solving and providing support wherever required
- Ensure the implementation of the training feedback system for further improvement of content and training mechanism
- Conduct Training Visit according the training plan and provide qualitative input

HR Management:

- Lead the development of KPIs for Program assistants along with District Manager and review their performance periodically.
- Conduct meeting of the programme assistants periodically to review their performance and address gaps if any.

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 functions whenever required

Education, Qualification and skills needed

- Post Graduation in Social Sciences or related field.
- Minimum 3-5 years of experience
- Good knowledge of computer - Windows and Microsoft Office applications (Outlook, Word, Excel)
- Fluent in Hindi, good in English

TO APPLY

Interested candidates with relevant experience are to e-mail their **CVs and covering letters** to 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

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