

## Job Description – District Manager

Designation	District Manager
Location	District Office
Employment type	Renewable fixed term contract
Report to	Regional Manager
Direct reportees	Program Officer, Impact Officer, HR Officer, Accountant, IT Assistant

### 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.

### Role Overview

We are looking for District Manager who is the responsible for the planning, strategy and implementation of Educate Girls Program in whole of district with a managerial responsibility of handling finance, impact, human resources and IT for the district. The position involves intense travel in operational areas especially in blocks and villages. This could amount to 40-55% of the time based on programmatic need.

### Job Responsibilities

#### Strategy and Plan

- The District Manager works with the Manager - Operations and regional / state team to create the strategic vision of the organization's programmatic and operational goals and outcomes for the district
- S/he creates the program dashboard for the district in line with organization expectations and actual situation of the district
- Creates annual plan and is responsible for implementation of operations as per agreed timelines
- Creates micro-plan for implementation of the overall dashboard period-wise and tracks them for progress

#### Financial management

- S/he is responsible to develop and maintain and review monthly, quarterly, annual budgets for the district.

- Keep a tab on financial implications, ensure cost effective measures are adopted in program implementation
- Follow the financial manual and adhere to the rules for managing finance set by corporate office.
- Embracing responsibility of managing district funds and ensuring timely payments of district vendors

### **HR Management**

- Ensure that the district is staffed as per requirement of the program budget (payroll and volunteers)
- Ensure that they are oriented, inducted and trained to do their job
- Recommend, organize and call for training required to staff to improve their productivity and performance
- Set KPIs/KRAs for district staff, review their performances

### **Liaison**

- The District Manager will liaison with all stakeholders interested / involved in district operations / program
- He/She will liaison with the necessary government bodies for implementation of the program. This includes but is not limited to developing the relationships with the district collector, office of the education officer, Sarva Siksha Aabyan (SSA), as required.
- Monitor, train and improve the relationship with block level and village level government bodies.

### **Implementation**

- Ensures that all programmatic activities are implemented as per agreed timelines with expected quality
- Monitors progress and gives input where necessary.
- Seeks help from functional experts where required

### **Reporting**

- Oversee the data collection and analysis in relation to programmatic intervention areas
- Develop and share all periodic progress reports in a timely manner

### **Administration**

- Ensure set-up of the district office and guesthouse as per organizational standards
- Procurement of goods and services are done as per the procurement policy of the organization

**Education, Qualification and Experience:**

- Hold a postgraduate degree in education, social sciences or social work.
- Have a minimum of 5 years of experience in the development sector preferably in the field of girls' education

**Knowledge and Skills:**

- Adequate computer literacy - Windows and Microsoft Office applications (Outlook, Word, Excel, PowerPoint)
- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail
- Very strong interpersonal skills and the ability to build relationships with stakeholders
- Excellent communication skills
- Proactive approach to problem-solving with strong decision-making capability
- Ability to achieve high performance goals and meet deadlines in a fast paced environment
- Big picture thinker who is resourceful and practical
- Ability to drive team to achieve set goals and manage conflicts

**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."