

## Job Description – Program Manager – Learning, Curriculum Design & Development

Designation	Program Manager – Learning, Curriculum Design & Development (Secondary Education Pilot)
Location	State Office, Ajmer, Rajasthan
Employment type	Renewable fixed term contract
Report to	Project Leader
Direct reporting staff	Block Officers / Field Co-ordinators

### **ORGANIZATION BACKGROUND**

Foundation to Educate Girls Globally ([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 and Bhilwara in Rajasthan. At this period, the organization is set to grow, and expand its reach of services beyond Rajasthan. As such, we have committed to launching interventions in multiple new geographies across India over the coming 3 years.

Whilst Foundation to Educate Girls Globally has previously only worked in primary education, following a strategic review of expansion opportunities, the organisation has decided to diversify its offering by piloting community and in-school interventions for secondary school students. As a result, between 2016-2019 Foundation to Educate Girls Globally will trial a variety of initiatives aimed at supporting marginalized girls access, and engage with, quality secondary education in rural communities in Ajmer District, Rajasthan.

These pilots will focus on improving the transition of girls from primary to lower-secondary education, increasing gender parity within schools, and raising lower-secondary competition rates (Grade 10). Interventions will be split as follows: 1) Community Based Activity, focussed on enrolment, and 2) In School Activity, focussed on learning levels. This pilot will cover two Blocks in Ajmer, supporting approximately 50 schools. Whilst we are currently planning for a 3 year pilot, ultimately we wish to expand out activity into lower secondary schools across all our operational Districts from 2019. We are currently recruiting a team to set up and deliver this pilot over 3 years.

### **OVERVIEW OF THE ROLE**

#### Job Profile

The Program Manager - Learning will be responsible for designing and overseeing in-school interventions for Educate Girls’ Secondary Education Pilot with the aim of improving learning outcomes and Grade 10 pass rates amongst students in existing government schools. This role will be responsible for researching, developing, designing, implementing and overseeing interventions aimed at increasing girls academic experience in secondary education. Interventions may include teacher training, new

curriculum design, bespoke tutoring, school infrastructure or technological solutions. This role will report in to the Project Leader for the Secondary Education Pilot.

#### Job Responsibilities

The Program Manager will be responsible for:

#### Strategy & Plan

- Conducting in depth research and analysis on in-school interventions for the secondary education sector designed at improving learning levels
- Work with the community mobilisation manager to design an integrated strategy for content delivery, community mobilisation and improving exam pass rates
- Developing a series of recommendations regarding pilot interventions targeting improving learning outcomes in secondary education
- Planning a 3 year Program to establish, deliver and test in-school secondary education interventions in target schools
- Working with the Project Lead to embed these interventions into the overall project plan for the full secondary education pilot
- Work with external impact partners on evaluating Program design and implementation methodology to track pilot progress and impact
- As a curriculum developer, designing specialized pedagogy bases on Educate Girls' framework
- As a master trainer, train the master trainers in pedagogy developed
- Design activities, lesson plans, worksheets, evaluations on grade content
- Preparing the training materials, schedules and conducting trainings

#### Pilot Design and Implementation

- Making recommendations on pilot focus areas and intervention opportunities
- Working with the Project Leader to create implementation maps for each Block, village and school, ensuring they are resourced effectively
- Overseeing the implementation of these interventions over the duration of the pilot, and report back to the Project Leader on challenges and opportunities
- Constantly seek opportunities to build understanding and awareness of secondary interventions, and improve pilot activities
- Ensure field level feedback is captured and analysed to improve quality / relevance of activities

#### Financial management

- Supporting the Project Leader to develop a budget for community interventions, and ensure delivery is undertaken on time and on budget
- Keeping a tab on financial implications, ensuring cost effective measures are adopted in program implementation where appropriate

#### HR Management:

- Development of KPIs for delivery staff as appropriate, and review performance periodically
- Conduct meeting of delivery staff periodically to review performance and address gaps
- Support the Project Leader on overall management and implementation of the pilot as required
- Ensuring staff receive requisite training and support

### Liaison

- Lead engagement with key village and Block level stakeholders – local councils, schools, community groups, teachers, parents etc.
- Engage with potential partners from the NGO or Government sectors
- Liaison with subject matter and industry experts as appropriate

### Implementation

- Ensure that the overall micro-plan for all in-school interventions are implemented as per agreed timelines with expected quality
- Monitor progress and provide input where necessary
- Issue resolution with staff, stakeholders and beneficiaries

### Reporting

- Review impact of interventions on regular basis in conjunction with third party impact evaluator
- Oversee the data collection related to in-school interventions and assess trends
- Ensure monthly / quarterly progress reports are prepared and shared in a timely manner
- Ensure all pilot evaluation activities are undertaken in time

### Training Schedule, plan and implementation:

- Responsible for capacity building of field teams and volunteers
- Create and oversee annual training plan for staff
- Monitor the implementation of annual training plan
- Ensure the implementation of the training feedback system for further improvements
- Ongoing training and support for delivery team

### **Education, Qualification and skills needed**

- Hold a postgraduate degree in education, social sciences or social work
- Have extensive experience of project management, ideally within the development sector
- Have a minimum of 5 years experience in secondary education interventions, either within the education, NGO or Government sectors
- Have experience designing curriculum, pedagogy or learning interventions at a secondary level, ideally with a focus on girls education
- Excellent subject and content knowledge
- Have experience operating in rural communities and educational institutions
- Have extensive knowledge of computer - Windows and Microsoft Office applications (Outlook, Word, Excel, Project Management, PowerPoint)
- Fluent in Hindi, good in English

### **How to Apply**

Depending upon the district you wish to apply for, please send a CV & a one page cover letter detailing how you meet the eligibility requirements to: [jobs@educategirls.ngo](mailto:jobs@educategirls.ngo)

Salary Package: Rs.60,000 – Rs.75,000 pm

**IMP:** Please clearly state the role & district that you are applying for in the email subject line. For further details about organisation please visit [www.educategirls.ngo](http://www.educategirls.ngo)