

## Job Description – Program Officer

<b>Designation</b>	Program Officer
<b>Location</b>	Mumbai, Head Office
<b>Employment type</b>	Renewable fixed term contract
<b>Report to</b>	Assistant Manager – Program
<b>Functional reportees</b>	None

### **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, Bhilwara, Udaipur, Jhalawar in Rajasthan and Jhabua in Madhya Pradesh. 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.

### **Job Profile**

#### **Overview:**

The Program Officer is based in the central office and is responsible for assisting in conception of program support training contents for both the primary and the secondary education programs, ensuring delivery through the field program team, support the overseeing the delivery of programs in the intervention areas. S/he coordinates with program staff and works closely with the Program Managers for quality improvement of the training contents, program model, developing key program tools, and techniques as necessary for program implementation. The position involves travel in operational areas especially in villages at least once a month.

#### **Job Responsibilities:**

##### **Program Design and Content Development:**

- Assist the review of the primary education learning program (Gyan ka Pitara) together with other program team members, suggest changes and make changes in the same, wherever required
- Support the review of the Gyan ka Pitara learning kit and give feedback to include effective activities for better learning outcomes, train the team about the revision and implications.
- Participate in the brainstorming, design and development of Secondary education program.

- Review and standardize the training approaches towards the existing and upcoming secondary curriculum.
- Conduct gap analysis and Focus group discussions with field staff and volunteers wherever needed.
- Support the review of curriculums and coordinate changes wherever required to achieve better outcomes
- Coordinate with training partners for content and design as and when required.
- Documenting the existing processes in the program function

### **Training and monitoring**

- Create training plans and agendas.
- Monitor the implementation of trainings and train master trainers
- Problem Solving and providing support wherever required
- Ensure quality implementation of content and delivery mechanism
- Conduct Training Visits, give feedback and observe classrooms

### **Others:**

- To effectively manage the partnerships of EG, with specific focus on program/training related stakeholders as and when required.
- Coordinate with the field level teams for activities related to the program team.
- Assist the program head in regular day-to-day activities, as and when needed.
- Provide support to other EG functions 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
- 2 yrs experience in program development and design
- Knowledge of Hindi and English
- Must have basic knowledge of operating computers, MS Office, Windows etc.

### **How to Apply**

Please send your CV & a one page cover letter detailing how you meet the eligibility requirements to : [jobs@educategirls.ngo](mailto:jobs@educategirls.ngo)

**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)