

### Job Description – District Program Officer

Designation	District Program Officer
Location	District Office
Employment type	Renewable fixed term contract
Report to	District Manager
Direct reportees	Program Assistants, Block Officer

#### 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

The District Program Officer is responsible for implementation of the 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 operational management of the program. She /he is the second in command to the District Manager and manages district operations in the absence of District Manager. The position involves intense travel in operational areas especially in blocks and villages. This could amount to 50-60% of the time based on programmatic need.

#### Job Responsibilities

##### Operational Management:

- Work with the District Manager in developing and implementing the annual plan for the district
- Further work to break down the district plan into block wise actionable plans
- Assist the District Manager in developing, maintaining and reviewing monthly, quarterly, annual budgets for the district
- Create implementation maps for each block officers with their respective assigned program assistants and impact assistants
- Monitors progress and gives input where necessary
- Seeks support from functional experts where required

- Oversee the data collection related to programmatic intervention areas as set by the Impact team.
- Ensure that monthly progress report, quarterly progress report are prepared and shared in a timely manner

**Training Schedule, plan and implementation:**

- Create an annual training plan for both district staff and community volunteers
- 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 delivery mechanism
- Conduct field visits as per the training plan and provide qualitative input

**HR Management:**

- Lead the development of KPIs for Program assistants, block officers and Field Coordinators along with District Manager and review their performance periodically.
- Conduct meeting of the Block Officers and 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 invite
- Provide support to other EG function whenever required

**Education, Qualification and Experience:**

- 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

**Knowledge and Skills:**

- Adequate computer literacy Good knowledge of computer - 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 with the ability to deliver trainings and presentations
- Proactive approach to problem-solving with strong decision-making capability

**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."