

## Job Description – Government Liaison Manager

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| Designation      | Manager – Government Liaison      |
| Location         | Bhopal/Indore/Jaipur              |
| Employment type  | Renewable fixed term contract     |
| Report to        | Senior Government Liaison Manager |
| Direct reportees | NA                                |
| Work with        | State/ District Teams             |

### 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 Liaison Manager is responsible for

- Raising the profile of Educate Girls in State/ Districts
- Positioning Educate Girls as a thought leader within the education sector
- Influencing decision makers to position Educate Girls as an organization committed to social change and reducing gender gaps
- Building relationships with key influencers in the Government across primary and secondary stakeholders
- Building a systematic approach to issues and crisis management for EG
- Supporting the State/district teams of EG in resolving their Govt related problems
- Travelling--- 40-55% of the time, based on program needs

### Key Areas of responsibility:

#### Strategy and Planning

- Policy Mapping
- Review and analyze State level data flow regularly in support with the impact team to improve liaison with Government on data alignment
- Develop new methodologies to improve the liaison processes, keep abreast of relevant best practices and new developments affecting EG
- Conduct feasibility study for new partnerships, prepare draft proposals and facilitate domestic partnerships, as strategic goals require
- Keep abreast of the latest data/developments/schemes, necessary for Govt. Liaison

### Implementation

- Develop short term action plans. Plan district wise business meetings/ orientation programmes well in advance, based on overall strategy, in consultation with the Senior/State/Regional/District/Managers.

### Networking

- Expand State/ District level government interaction network and reporting in consultation with the Senior Manager, Government Liaison.

### Support Functions

- Supports Senior/Regional/District Managers in all Govt related activities---MoUs, Permission letters from District Collectors, developing strong network with the district authorities at block, district and State level, organizing regular quarterly DTF/BTF/Cross Sectoral meetings of your districts in collaboration with the EG and Govt. officers in your respective districts. At State level, pursue the files of your assigned districts in consultation with Senior Manager.
- All MoUs/ Permission Letters from the Collectors of the assigned districts---drafting, tracking files (new, renewal, amendment)
- Liaison and networking with State/assigned district level officers of SSA/RMSA DPCs/ADPCs; REI Partners, other state/local NGOs
- Tracking/sharing of Govt. plans/schemes; review/analysis and alignment of EG's data with Govt. data
- Organization of STF/DTF/BTF/Cross-Sectoral Meetings/other Govt meetings at state/district level and all GR Trainings
- Attending meetings in consultation with the reporting officer and preparing the minutes of the meetings. Keeping a track record of the minutes of all meetings
- Preparing power point presentations
- Organization of State/District level training/orientation programs for the field staff

### Documentation and Reporting

- Ensure regular, final and timely submission of reports on all the aforesaid liaison activities
- Follow up

### Qualifications

- Postgraduate degree in public administration, humanities, social sciences or social work
- Minimum 5 years of experience in the development sector preferably in the field of liaison with Govt.
- Good knowledge of computer - Windows and Microsoft Office applications (Outlook, Word, Excel).
- Ability to work on MS Excel, MS Word and MS Power Point.
- Confident, self-driven and a team player.
- Willingness to travel at least 25% and up to 50% of the time in specific months at the state/district/village level in program geographies.
- Strong communication, organization and interpersonal skills
- Command over written and spoken English and Hindi

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### 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."