

### Job Description – Block Officer

<b>Designation</b>	Block Officer
<b>Location</b>	Block Office
<b>Employment type</b>	Renewable fixed term contract
<b>Report to</b>	District Program Officer
<b>Functional reportees</b>	Field Co-ordinators
<b>Employment level</b>	Middle

#### Organization Background

Established in 2007, Educate Girls (a project of 'Foundation to Educate Girls Globally') is holistically tackling issues at the root cause of gender inequality in India's education system that has helped to ensure over 90% enrolment and higher attendance as well as improved school infrastructure, quality of education and learning outcomes for all girls.

Our comprehensive model helps communities assess their school situation, initiate action plans and empowers them to sustain positive results at the lowest cost. Educate Girls believes that if girls in the most backward gender gap districts are educated now, they will have the potential to enter the formal economy, gain employment and lift their families out of poverty. By leveraging the government's existing investment in schools, Educate Girls delivers measurable results to a large number of beneficiaries and avoids duplication or parallel delivery of services.

Because of the sustainability and scalability of the model, Educate Girls has grown from a 500-school pilot project in the Pali district of Rajasthan to now serving thousands of schools, reaching millions of children in some of India's most remote areas. The non-governmental organization has a management and outreach office in Mumbai and operations in Rajasthan and Madhya Pradesh and is committed to launching interventions in multiple new geographies across India over the coming years.

For further details about organization, please visit [www.educategirls.ngo](http://www.educategirls.ngo)

#### Our Values

<b>Gender Equality</b>	Being able to treat people equally irrespective of gender
<b>Integrity</b>	Possess the ability to “know and do” what is right
<b>Excellence</b>	Being outstanding or extremely good, striving to lead by performance excellence
<b>Collaboration</b>	Working effectively and inclusively with a range of people both within and outside of the organization
<b>Empathy</b>	Being able to understand and share the feelings of another and use that understanding to guide our actions

#### Our Competencies

<b>Strategic Thinking</b> – Think big yet act focused	<b>Taking Ownership</b> – Feel responsible & accountable	<b>Analytical Thinking</b> – Stay true to your data
<b>Developing Talent</b> – Growing and taking people together	<b>Ensuring Alignment</b> – Think differently but work together	

#### Overview of the role:

The Block Officer is responsible for all the field co-ordinators and Team Balika members in a block. The block officer should provide guidance and support to the Field Co-ordinators and Team Balika and ensure provision good qualitative education for every girl in all government schools with basic infrastructure and child-friendly environment in each village under his block. The role requires extensive field travel in the rural parts of India.

#### Key Areas of Responsibility:

- To spread awareness and the cause for girl education
- To achieve all tasks set towards the cause focused by Educate Girls
- Community mobilization
- Enrollment, liaison
- Motivation and retention of team members
- Empowerment of SMC

#### **Obtain all Village profiles**

- Conduct a door to door survey to gather information on out of school girls, school facilities, teacher motivation, accessibility of school, community issues etc.

#### **Identify out of school girls in every village**

- To conduct a door to door survey and consult the Child Tracking Survey by the government

#### **School Information Campaign/School profile in every village**

- Situation of girl enrolment at primary and upper primary level
- To help conduct pre-tests and post test
- Requirements for school improvement

#### **Enrolment drive in each village**

- To mainstream out of school girls age 6-14, including drop outs and never enrolled girls through community based enrolment plans
- Organize Gram Shiksha Sabha, Ma Beti Sammelan and Mohalla Meeting – discuss all issues faced by children where parents and girl child are both invited to be oriented towards girl child education

#### **Recruiting and Coordination with Team Balika in every village**

- Advertising for the position by word of mouth to SMC members, teachers, alumni of Team Balika program, anganwadi workers etc.
- To organize the recruiting process of Team Balika
- Monitoring of Team Balika

#### **School Management Committee and School Improvement Plans for every school**

- To form and conduct SMC meetings to discuss issues and work towards solving problems
- Making School Improvement Programs (SIP) with SMC
- Getting School Improvement programs approved
- To take valid action on passed SIP
- To be in regular contact with SMC members, Head Master and Village Sarpanch

#### **Training**

- To attend all training sessions and workshops designed by Educate Girls for activities in your designated block
- To make sure all Field Coordinators and Team Balika from the Block undergo regular training

#### **Reporting**

- Daily report writing
- Fortnightly and monthly meetings with Field Coordinators and District Program Manager
- Report through tell calling/ PMS/ Spine /

#### **Preferred Education Background:**

- Masters in Social work/Diploma in Social Work
- Fluent in Hindi and local dialect and basic knowledge of English

**Preferred Work Experience:**

- A minimum experience of 2 years as social worker.

**Preferred Skill Set:**

- Experience in block management / enrollment / education
- Good contextual knowledge of local issues, organizational relationships, social and cultural constraints and realities, and environmental conditions, Right to Education, Child Psychology, and Community Motivation
- Should have good communication skills in Hindi and local dialect
- Open minded, Methodical, ability to manage stress and responsibility
- Strong presentation and facilitation skills, Report writing
- Time management, Convincing abilities
- To facilitate meeting and training with villagers
- Ability to deal with difficult people
- Strong potential for negotiation
- Counseling and guidance

"Educate Girls is committed to achieving 50/50 gender balance in its staff. Female candidates are strongly encouraged to apply for this position."