



Job Description – Project Officer, Operations

Designation	Project Officer – Operations
Department	Operations
Location	Munger, Bihar
Employment Type	Renewable Full Time Employment Contract
Report To	Senior Manager - Operations
Positions reporting to this role	Coordinator

Organization Background

Established in 2007, Educate Girls' is a non-profit that focuses on mobilizing communities for girls' education in India's rural and educationally backward areas.

Strongly aligned with the 'Right to Education Act' or the 'Samagra Shiksha', Educate Girls is committed to the Government's vision to improve access to secondary education for adolescent girls and women. For further details about organization, please visit www.educategirls.ngo

Our Values

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

Our Competencies

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

About the Project

Project Pragati is a 'second chance' program, launched in 2021, to create a self-sustaining ecosystem at scale for permanently at-risk, out-of-school adolescent girls and young women to enable:-

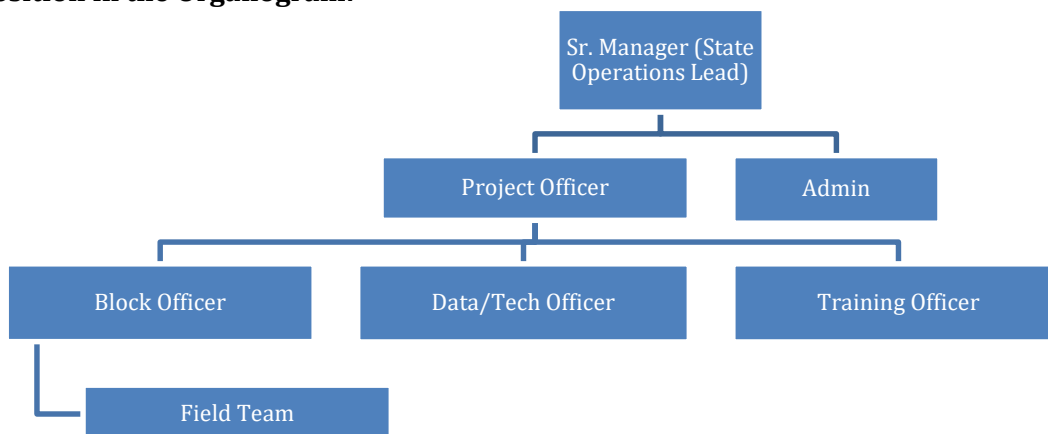
- 10th-grade credentialing
- Link them to higher education, employment or vocational training

The Opportunity:

We are seeking an enthusiastic and results-driven Project Officer to spearhead the delivery of Project Pragati in Bihar to enable more than 15,000 adolescent girls and young women to pass their 10th grade from Bihar State Open School in the next 21-24 months.

As a Project Officer, you will be the driving force behind the successful execution of this life-changing initiative. This is not just another job; it's a unique chance to be part of a team that is actively changing lives through transformation in education.

Position in the Organogram:



Scope of work:

A] Support Operations Strategy & Approach

- Designing operations strategy with State Operations Lead and creating an action plan with specific inputs from the district.
- Creating the project dashboard for the district in line with organization expectations and actual situation of the district.
- Co-design actionable implementation plan for the district with clear timeline and budget targets along with the State Operations Lead.
- Conduct root cause analysis to design solutions for systemic problems and develop innovations for the project effectiveness.
- Support State Operations Lead in adapting program strategy based on on-ground learning from district.
- Support field team and block officers in implementation of the project as per agreed timelines period-wise and track them for progress.

B] On-ground Implementation and Monitoring

- Ensure Enrolment & Retention targets are completed as per District Targets
- Ensuring all activities for driving community ownership are carried out as planned.
- Interact with key stakeholders (government departments and officials) on a day-to-day basis to ensure delivery on project objectives.
- Ensuring strong working relationships with government officials at district level, project partners (external partner), non-profit partners, school principals and teachers.
- Review work done by implementation partners, including government officials, to ensure compliance with outcome, budget and timeline targets.
- Identify operational bottlenecks and weaknesses, wherever applicable.
- Track project progress on key indicators according to the given framework.
- Report performance on key indicators periodically and on a timely basis.

C] Managerial Responsibility

- People Capability, ensuring a high-performance culture & minimize people risk.
 - Reduce attrition within a defined percentage that minimizes impact on operations and achieving targets.
 - Encourage Gender Diversity initiatives across the employee life-cycle.
- Effective Utilization of Finance and optimum adherence to compliances for the operational districts

- Budget utilization efficiently, monitoring & tracking variances.
- Adherence to Policy & Procedures (Finance policy, procurement policy, ALM and any other process set from time to time)
- Donor Reporting
- Statutory Audits
- Internal Audits
- Donor Audits / Visits
- Establish linkages and strengthen networking and liaison with government departments and other stakeholders to foster support for effective implementation of the project deliverables.
- Ensure set-up of the district office and guesthouse as per organizational standard.
- Ensuring Procurement of goods and services are done as per the procurement policy of the organization and in close collaboration with Procurement Team
- IT Budget Planning for respective office
- Preparing Functional Requirement for IT Strategy
- Providing feedback and input for IT Strategy
- Ensure confidentiality and security of the project data and information.

D] Communication and Documentation

- Documentation and communication of project achievements / outcomes in a timely and as per approved format.
- Ensure submission of periodical reports (programmatic and financial) as per organization requirements and donor specifications
- Preparing and managing documentation related to project e.g., approvals, letters, etc.
- Oversee the data collection and analysis in relation to programmatic intervention areas.
- Documentation on on-ground learnings and knowledge received from external partner to support **EG's** internal capacity / knowledge building.
- Submit reports and participate in state and district level reviews periodically as per project requirement, Develop and share all periodic progress reports in a timely manner.
- Risk mitigation & conflict management

Minimum Qualifications, Experiences and Expectations

1. 5-7 years' experience in delivering projects, monitoring of Education programs
2. Excellent proficiency in Hindi – to read, write and speak, proficiency in English is preferable
3. Excellent planning and execution skills
4. Good observation and analytical skills
5. Experience in conducting training sessions
6. Analytical and Problem solving ability, with die hard attitude
7. Familiar with standard project management practices
8. Well organized, with high standards of work ethics
9. Comfortable in using MS Office, Gmail and other standard Internet Resources

Apply if you have

1. Excellent planning and organizational skills, with strong attention to detail
2. Strong analytical and problem-solving skills
3. Ability to manage tasks, with strong time management and communication skills, to collaborate across verticals.
4. Ability to work independently and as part of a team in a fast-paced, dynamic environment.
5. Passion for girls' education and a commitment to improving the lives of girls in underprivileged communities.
6. Open to travel to the field when required.