

Job Description of Operations In - charge

Roles & Responsibilities:

1. charge of settling up the Evening Learning Centers
2. Ensure execution of all preparatory work related to set up of ELCS to be done in this year
 - Coordinate with teachers to get Teachers handbook & students material to be done (Gujrat & Pune)
 - Do tie up at the field level with NGOS & sign MOU (Gujrat & Pune)
 - Ensure Accreditation for Evening Learning Centers from NIOS & State Government (Gujarat & Pune)
 - Liaisoning with NIOS & State Government to get necessary approval
3. Coordinate Liason with Gujarat Govt to identify & finalize schools for learning centres. Do follow up on Masoom MOU with Gujrat Govt. Representation of Masoom in Govt Meetings
4. Travel to Gujrat & Pune to set up & do Preparatory work of Evening Learning Centers .

Skills Required:

1. Experience in Management, Operation and Leadership
2. Planning and Organizing
3. Good communication skills
4. Experience of engaging with government officials
5. Critical Thinking and problem-solving
6. Willingness to travel

Prior Experience: Prior work experience of atleast 10 years in Education programs in non- profit sector

Remuneration: As per Industry Standards

Reporting to : CEO