

## **Job Description of Program Manager**

This position is responsible for implementing the Masoom Program across 5 schools. The responsibilities include being part of the implementation, reporting and monitoring of the program.

### **Key Result Areas:**

1. **Ensure 100% enrollment in 5 schools assigned as per SDP.**
2. **Ensure minimum 50% attendance of 8<sup>th</sup> std students and 75% attendance of 9<sup>th</sup> and 10<sup>th</sup> std students throughout the year in 5 night schools assigned.**
3. **Ensure 85% budget utilisation of budget assigned to 5 schools as per the quarterly plans developed in given time frame.**
4. **Ensure annual upgradation of schools assigned as per the gradation tool of Masoom.**
5. **100% implementation of School Development Plan for 5 schools.**

### **Specific Responsibilities:**

1. Build relationships with Head Masters, trustees, teachers, SMDC members through constant interaction for 5 schools assigned for planning & implementation of NSTP of Masoom.
2. Develop Masoom Annual Plans for 5 schools based on Annual Plan of Action of Masoom's Night School Upgradation Program.
3. Be responsible for Implementation of monthly plans for all budgeted activities in 5 schools.
4. Daily supervision of School Leaders activities/performance by visiting Night Schools.
5. Documentation and reporting with the help of Monitoring & Evaluation tools of Masoom.
6. Assist Program Head in Performance review of School leaders of 5 schools.
7. Be the bridge between the other Program verticals and the students & other stakeholders of 5 schools for integration of Masoom activities.
8. Collaborate with other teams as and when required.
9. Identification of special needs of students and work with them closely to enhance their academic performance.
10. Documentation of case studies, best practices for qualitative impact assessment.
11. Responsible for management of work assigned to Volunteers of 5 schools.
12. Assist Senior Management of Masoom in organizational plans as and when necessary.

**Educational Qualification:** MSW/BSW/B.Sc. or M.Sc. Human Development, Post graduation in population studies, etc.

### **Skills Required:**

1. Excellent written and oral communication Skill in Marathi, Hindi and English
2. Ability to engage with and influence diverse stakeholders
3. Proficiency in MS-Word, Ms-Excel, power point presentations
4. Knowledge of Qualitative and Quantitative research methodologies.

**Prior Experience:** Prior work experience of atleast 3 years in Education programs in non- profit sector in Mumbai

Remuneration: As per Industry Standards

Reporting to: Program Head

Working Hours: 12.45 pm to 9.30 pm & 9.15 am to 6 pm (When night schools are closed)