

Associate, Kasturba Gandhi Balika Vidyalaya Program

About Pratham

Pratham was founded in 1995, to provide pre-school education to children in Mumbai slums. Over the last 20 years Pratham has grown to be India's largest NGO working to provide quality education to underprivileged youth and children in over 21 states and union territories across the country, with a range of interventions.

Pratham is a widely recognized organization, having received notable awards such as the WISE Prize for Innovation, Skoll Award for Social Entrepreneurship, the Henry R Kravis Prize in Leadership and the CNN-IBN Indian of the Year for Public Service. For more details, refer to www.pratham.org.

Associate, Kasturba Gandhi Balika Vidyalaya (KGBV) Program: Job Description

The 'Associate' position in the KGBV Program offers young and motivated women the opportunity to be an integral part of Pratham's work in the Girls Education space. Since 2017, through this program, we work with government run residential schools for Girls in some of the most backward parts of India. The Associate will be a core of the KGBV Program team and will be a crucial link between program implementation staff on the ground, as well as various central teams based in Delhi and Mumbai. The Associate will be based in Delhi and her responsibilities will comprise of the following:

- **Planning (for Content, Measurements and overall Program Implementation):** This includes working with various teams such as Content, Assessment and Measurement units in order to build the way forward strategy for the program, in addition to ensuring the program execution is as originally envisaged.
- **Program tracking, regular review and feedback:** Planning will need to be followed up with regular tracking of progress against plan. This will comprise of regular field visits, follow-up calls and conversations, and meetings with field teams to understand the field realities as well as to share inputs.
- **Planning, supporting and managing trainings:** Based on the program cycle in general and regular follow-up with the field teams in particular, a number of training needs may emerge. The Associate will be expected to help conceptualize, organize and conduct these trainings.
- **Report writing:** The Associate will be responsible for creating any internal and external reports on trainings, meetings and overall program implementation.
- **Advocacy and liaising:** On an ad-hoc basis, the Associate may be needed to handle relations with state and district governments as a member of the central office of Pratham. Other advocacy related functions would include liaising with other NGOs working in the space of Girls Education.

Who can apply

- Bachelors/Masters Degree in Humanities or Management
- Excellent written and oral communication skills in English
- Fluent written and oral communication in Hindi
- Strong analytical skills for working with quantitative and qualitative data
- Basic proficiency in Microsoft Office (MS Word, Excel and PowerPoint)
- Willingness to travel ~10 days every month through rural India with limited amenities

- Ability to build rapport with people from various different academic, socio-economic and cultural backgrounds
- Ability to work well in teams
- Self-motivation and pro-activeness
- Ability to organize and manage multiple tasks efficiently
- Strong work ethic and attention to detail
- Keeping oneself constantly updated on the broader educational context in general and Girls Education in particular
- Work experience of one to two years is desirable
- Willingness to commit to at least two to three years of work with Pratham

How to apply

Send the following to Sukhada at sukhada.ghosalkar@pratham.org

1. Current Resume
2. Statement of Purpose (500 Words)

The deadline for the opening is April 30th 2019. Due to volume of applications, only shortlisted candidates will be contacted for the next steps for their application process.