

Associate – Program Management, Pratham

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, Program Management – Job Description

The Associate position in the Program Management group offers young, motivated, energetic people the opportunity to be an integral part of Pratham's work across the country. This person is the crucial link between the program implementation team, central teams and donors. His/ Her responsibilities stretch two ways – ensuring/ tracking program implementation as well as maintaining good relationships with the donor through regular reports, updates, etc. Associates will play this role for one or more states or programs, and will be based in Delhi, or Mumbai.

Program Review / Program Support

- **Planning and budgeting support:** Supporting the states/ program heads in planning, budgeting at the beginning of each year. This step will include ensuring that the implementation plan and budgets are in line with what has been agreed on with the donor.
- **Program tracking and financial management:** Planning will need to be followed up with regular tracking of progress against plan. Financial management will comprise of ensuring that expenditure on the ground is as per plans and any deviations are being recorded and managed in an efficient manner.
- **Facilitating regular review and feedback:** The associate for the specific states/ programs will need to facilitate/ conduct quarterly reviews of the programs. This will include liaison with the measurement, monitoring & evaluation team to get data that helps measure the impact of this program. Qualitative inputs from field visits/ reviews will also be part of these reviews. The Associate would need to work with the program/ state head to plough back suggestions from these review meetings into implementation.
- **Internal reports:** The Associate will be responsible for creating any internal reports on the program implementation.
- **Others:** On an ad-hoc basis the Associate may be needed to handle relations with the government as a member of the central office of Pratham. Other advocacy related functions such as liaison with other NGOs, etc. may be required on the part of the Associate.

Donor Management

- **Proposal creation:** The Associate will be responsible for the creation of proposals for new potential donors. This will include defining objectives, conceptualizing model of implementation, designing implementation timelines, budgeting, designing reporting cycles, etc. in discussion with senior management and program/ state heads.

- **Regular reporting:** The Associate will be responsible for making regular reports to update the donors on progress of the project and any key lessons learnt.
- **Other functions:** This includes facilitating visits for donors and any other form of communication with them.

Desired Qualifications and Experience

Required:

- 1-3 years prior work experience in a similar role in private sector firms, NGOs or foundations
- Willingness to travel regularly and extensively in rural areas of India, with limited amenities
- Ability to build rapport with people from various different academic, socio-economic and cultural backgrounds
- Ability to communicate in Hindi
- Excellent written and oral communication skills in English
- Strong quantitative and analytical skills
- 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 assigned states and in India
- Willingness to commit to at least 2-3 years of work with Pratham

Preferred:

- STATA or SPSS skills
- Ability to communicate in one or more regional languages
- Exposure to the non-profit sector through previous experience or otherwise
- Coursework in international development or management
- Experience living and working in a developing country

Application Process

Send the following to prmrecruitment@pratham.org

1. Current Resume: Resume should contain

- Contact Information for Applicant
- Academic Background
 - Universities Attended, Degrees Acquired
 - Academic Record (Marks or GPA, if applicable)
 - Past work experience, highlighting relevant skills
 - Relevant Coursework: List Courses in Development, Management, and Education
 - Experiences in development, teaching and/or education (if applicable)
 - Languages Spoken

2. Statement of Purpose (500 Words)