

## **Advert for Program Coordinator – Bhopal**

New Education Group - Foundation for Innovation and Research in Education (NEG-FIRE) is a non-profit, non-sectarian, national level NGO, promoting quality Pre-primary & Primary education for marginalized communities by partnering with grassroots NGOs. We work with the marginalized communities mostly the Scheduled tribes and Scheduled castes in UP, Jharkhand, Bihar, Andhra Pradesh, Telangana, Orissa, Madhya Pradesh, Chhattisgarh, Rajasthan and Gujarat. We uphold the values of transparency, accountability, pluralism, equity, justice, peace and respect for all, in our work processes and relationships.

We are a team of dedicated professionals with diverse socio-economic backgrounds and are based in 3 locations - Delhi, Lucknow and Bhopal. We are inviting applications from high performing individuals who have compassion to work with the children from the marginalized communities for their education, to join our Central regional team in Bhopal. S/he must be enthusiastic to learn and grow in the organisation.

**Position:** PROGRAM COORDINATOR  
**Reporting to:** Program Manager (Central Region)  
**Location:** Bhopal, Madhya Pradesh  
**Closing date:** 5<sup>th</sup> December, 2017

The Program Coordinator will ensure efficient management of the projects through proper planning, coordination, review, monitoring and evaluation of programs in collaboration with NEG-FIRE partner organisations. S/He will facilitate partner organisations and support in building their capacities to deliver the projects goals that meets NEG-FIRE, Donor and Sector standards. The job holder is required to travel extensively for program / project related activities, in the program areas of MP, Chattisgarh, Odisha, AP, Telengana, Rajasthan.

### **Key responsibilities:**

#### **Project and partnership management**

- Responsible for project management and implementation of projects with partner NGOs in the Central region states.
- Conduct regular desk-review, conference calls and field visits and provide written analytical report to PM and Head- PMD
- Identifying new and potential partners, conducting pre-appraisal reviews and preparing appraisal documents.
- Preparing proposals and budget and ensure efficient and effective utilization of grants as per the approved budgets
- Provide technical support to partner NGOs for implementation of NEG-FIRE supported projects
- To assess partner staff capacities, identify strengths and gaps, support to implement remedial measures for addressing capacity gaps.
- To support the partners to continuously engage with community, CBOs, PRIs and others that leads to educational initiatives beyond project-term
- To support the partners to continuously engage 'evidence-based discussion' with education and ICDS system at block and district level and where possible with District administration for embedding our initiatives in the government system.
- To support partners to promote child friendly and gender sensitive systems and policies in the organisation

#### **Documentation and Knowledge management**

- Conduct baseline, mid-term, end-line and related studies in coordination with M&E, Knowledge Management units, external consultants
- To support the M&E Manager to maintain quality MIS data inputs, data-cleaning and verification
- To regularly document success stories, take photos and short mobile video clips, provide information for Facebook, Tweet and website of the project
- Prepare case studies / success stories, anecdotes for internal usage.
- Preparing report to back donors.

- Facilitate 'in-situ research' with partners and present in professional forums and / or published in newspapers, research journals or as blogs, wherever possible.

To take up other tasks as requested by Programme Manager / Programme Head / Executive Director as per the emerging needs in the organisation.

**Qualifications:**

- Postgraduate Degree or Higher qualifications in Social Work / Social Science or equivalent.
- Minimum 5 years of experience; out of which at least 3 years of working experience with the dalit and tribal communities on the issues of Pre-primary and Primary Education

**Experience and Skills:**

- Project cycle management as well as preparing good quality donor reports.
- Proven work experience in Project and Partnership Management working with grass-root level partner NGOs
- Fluency oral and written skills in English and Hindi language.
- Strong documentation skills with ability to develop, review and edit documents such as - proposals, program reports
- Sensitivity to the issues of the marginalised communities and compassionate to work on their development (special reference to education of the marginalized communities) and a strong desire to impact their lives.
- Ability to operate MS Office applications with high proficiency, especially Word, Excel and PowerPoint.
- Ability to work with minimum supervision and ability to work in demanding work environment with tight deadlines/timelines
- Highly meticulous about detail and well organised, and able to prioritise a demanding workloads and meet tight deadlines.
- Self-motivated, Sets ambitious and challenging goals for themselves, and result oriented
- Gender Sensitive
- Ability to work in collaboration with multi-cultural team

**Compensation:** Salary will be in the range of 45k to 50k (CTO) per month, commensurate with the qualifications, relevant domain experience, last salary drawn, etc. We provide benefits such as PF, Gratuity, and Group Medical Insurance.

**How to Apply:** Interested candidates may apply through e-mail at: [hadmin@negifre.org](mailto:hadmin@negifre.org) with detailed CV. The last date for sending application is 5<sup>th</sup> December, 2017. Please mention "**Programme Coordinator-Bhopal**" in the subject line of your e-mail. Only short-listed candidates will be contacted.

NEG-FIRE is an equal opportunity employer; and qualified women candidates and candidates from the marginalised communities are especially encouraged to apply.

*"This position involves regular contact with children; and NEG-FIRE does rigorous recruitment and selection process, reference checks that reflect its commitment to the protection of children from abuse. The applicant is required to be aware and in compliance of the NEG-FIRE Child Protection Policy (CPP) which is available on our website. By submitting the application for this position the applicant consents to be governed by this policy."*