



Job Description: Partnerships and Scale-up Officer

Title	Partnerships and Scale-up Officer
Reports to	Manager Partnerships and Scale-up (MPS)
Collaborates with	Internally - Transform team Externally - Consultants and National, State(s) & District counterparts (Government & Non-Government)
Direct Reports	None
Base	Raipur with frequent travel within India.
Contract Length	One year fixed term contract (renewable)
Compensation	Circa INR 6-8.3 lakhs per annum (on a cost to the organisation basis) dependent on qualifications and experience.
Organisation Profile	People For Action (PFA) is an Indian NGO. It leads inspired action to improve learning outcomes for students in government schools in India has set an audacious goals of address education and equity issues for 9.8 Million children by 2025. PFA's Transform Schools Programme works in Odisha, Chhattisgarh, Haryana, Himachal Pradesh, West Bengal, Telangana. It uses powerful models and high-quality resources to transform Teaching, Learning, School Management, Enrolment and Gender PARity. These are implemented in partnership with State governments and NGOs.
Position Purpose	Partnerships and Scale-up Officer (PSO) has overall responsibility identifying partnerships and opportunities with government, donors and not for profit for replicating our programmes in States of India. PSO leads development of the programme portfolio, build Transform's profile at the State, for high quality programme implementation and advocating on issues related to education.
Key Responsibilities	<ol style="list-style-type: none">Partnerships and Programme Development<ol style="list-style-type: none">To pursue new and manage existing partnerships - governments and donors, effectivelyFacilitate the review, revision and finalisation of the Transform resources for the programmes in line with organisational standards and State(s) government's recommendations.Support State government in collaboration with the 'Head Quality Assurance and Impact' to ensure programme monitoring framework, indicators, formats and protocols for tracking and reporting on Transform Programmes.Lead the delivery of dissemination events in the State(s) and region to share lesson learnt and encourage replication.Programme Implementation, financial management and quality<ol style="list-style-type: none">Lead implementation and tracking of Transform Programmes in the StatesIdentify, manage and support consultants for programme implementation as per agreed terms of reference.

- 2.3. Plan and ensure timely support to the State(s) government in distribution of all teaching and learning resources for training and school level implementation.
 - 2.4. Lead planning and delivery of capacity building for government officials, Master Trainers, Head Teachers, teachers and other stakeholders to deliver Transform Programmes
 - 2.5. Review, analyse and lead reflection on programme progress through data Management Information Systems and update DDP to plan action and advocacy initiatives
 - 2.6. Plan, track and report on budget utilisation to DDP as per monthly and quarterly milestones; review planned activities and actual expenditure
 - 2.7. Ensure that partners (such as technical agencies and State education departments) submit programme and financial documents as per agreement.
- 3. Programme monitoring, quality assurance and reporting**
- 3.1. Undertake regular school visits to schools to support and monitor the quality of implementation and use insights to improve quality of government implementation.
 - 3.2. Document activities, events, case studies and meetings
 - 3.3. Share progress (programmatic and financial) and key quality concerns with MPS on monthly and quarterly basis
 - 3.4. Share monthly report to the State government, on the progress including data on syllabus completion, pre-post assessments, student participation, observation reports on teaching practices and status of teaching-learning facilities.
 - 3.5. Ensure timely and high quality documentation and reporting by consultants
 - 3.6. Respond to data requests from the evaluation agency.
- 4. Key Relationships**
- 4.1. Liaise with the State and District education departments, partner schools and academic institutions.
 - 4.2. Work closely with Transform team as part of a mutually supportive team to ensure high quality and on time implementation of the project
 - 4.3. Maintain regular contact and dialogue with consultants, subject experts and partners to coordinate all programme activities.

**Person
specification:**

Essential requirements

1. Belief in the power of education to impact social and economic outcomes for children
2. A Masters in Education, Management, International Development or Social Sciences and a minimum of 2-3 years' experience in managing State wide programmes and grants in primary, secondary or higher education in partnership with government.
3. Demonstrated technical knowledge: education management, in-service and pre-service teacher training, pedagogy, accelerated learning, learning assessments and quality of teaching and learning
4. Experience of managing government partnerships
5. Technical expertise in STEM or Languages
6. Strategic planner with strong attention to detail and aspiring high standards in all outputs
7. Exceptional project management, training, writing, public speaking, data analysis skills
8. Effective communication skills in English and Hindi.
9. Excellent working knowledge of Microsoft Office and rendering tools

10. Excellent collaboration, problem solving skills, ability to prioritise a diverse and demanding workload
11. Exceptional interpersonal, networking, spoken and writing abilities. Track of writing and publishing think pieces and position papers.
12. Meet deadlines consistently

Desirable experience and qualities

1. Preference will be given to experienced teachers
2. A passion for creative problem solving and enthusiasm
3. Alignment with Transform Schools priorities
4. A sense of humour and patience

Transform Schools, People For Action is an equal opportunity provider and does not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability and/or marital status. Due to the heavy inflow of resumes, only shortlisted candidates will be contacted.

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