



## About the Organization:

Sol's ARC is a registered charitable trust that has been working in the field of inclusive education since the past 17 years. We build inclusive learning solutions from education to employment to improve learning and employment outcomes for the most vulnerable children in India.

*Our vision is "Every last child learns"*

We are looking for a dynamic and enthusiastic individual who can strategize, implement and maintain program initiatives that adhere to organizational objectives

If,

- You are excited about working in a dynamic organization that is on a growth trajectory.
- You have solid technical skills and a passion for incorporating research & innovation into your work. For example, you are hungry to apply innovative and emerging evaluation and learning approaches
- You are equally comfortable leading or supporting others to lead work.
- You are a confident facilitator.

Join our spirited team in fulfilling our vision of No child left behind and impacting the education sector at scale.

<b>Job title:</b> Program Operations Specialist	
<b>Location:</b> Mumbai.	
<b>Reports to:</b> Executive Director	
<b>Role purpose:</b> To ensure effective and smooth functioning of program operations and monitoring and evaluation systems. To collaborate and liaison with internal stakeholders	
<b>Key responsibilities</b>	<b>Deliverable Outcomes</b>
Program Management	<ul style="list-style-type: none"><li>• Plan, establish and deliver the implementation program based on Sol's ARC interventions on the field to improve learning outcomes of the beneficiary population.</li><li>• Ensure micro-level plan for all stakeholders are implemented as per agreed timelines and quality</li><li>• Overseeing the implementations of these interventions over the duration of the project and report back on the challenges</li></ul>



101, 1<sup>st</sup> floor, Crystal Paradise, Dattaji Salvi Road, Off Veera Desai Road, Andheri (W), Mumbai 400053.  
Landmark: Opp. Fab India.



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	<p>and opportunities</p> <ul style="list-style-type: none"> <li>• Ensure field level feedback is captured and analyzed to improve the implementation.</li> <li>• Develop budgets for intervention and ensure delivery is on time and in the budget.</li> <li>• Support program teams by collating, analysing, consolidating monitoring data, and preparing program M&amp;E reports as required by Sol's ARC and respective donors and other stakeholders, using the monitoring tools in place</li> <li>• Prepare monthly/quarterly project reports and share in a timely manner</li> <li>• Create effective proposals for grants / donations, as well as fundraising donor pitches and project reports.</li> <li>• Ensure reporting requirements for all grants and donors are met and reports be completed.</li> </ul>
<b>Person specification</b>	
Qualification:	<ul style="list-style-type: none"> <li>• Post Graduate in Management or relevant field</li> <li>• Experience in Education/ Skill development sectors and related results-based management oriented monitoring system</li> </ul>
Prior Experience:	<ul style="list-style-type: none"> <li>• 5-8 years</li> </ul>
Essential skills & attributes:	<ul style="list-style-type: none"> <li>• Good understanding of programme development steps</li> <li>• Highly organized and capable of planning, managing, and executing initiatives from start to finish</li> <li>• Observation and monitoring skills</li> <li>• Outstanding collaboration skills and ability to work with multiple internal stakeholders</li> <li>• Excellent communication, and proposal writing skills</li> <li>• Passionate about working for a social cause and making a huge difference to the lives of people.</li> <li>• Humility, willingness to consider others' perspectives</li> <li>• Commitment to gender equality, diversity, and inclusion</li> </ul>
<b>Other Specification</b>	-
<b>Working Hours</b>	10 am – 6 pm / Mon-Fri



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