

## Job Description: Associate Program Manager

### Organisation Background

Muskaan Dreams is a social impact Ed-Tech nonprofit, committed to bridging the digital divide in government schools by empowering teachers with technology so that every student has the opportunity to take advantage of digital learning and skilling in order to prepare for the future with rapidly evolving needs in the job market. For more information please visit [www.muskaandreams.org](http://www.muskaandreams.org)

**Our vision:** *Digital promise to Every Child*

### Summary:

The Associate Program Manager is crucial to the success of program development and implementation for the organisation. S/he will be responsible for the implementation of Muskaan Dreams (MD) Product/Program in multiple districts with a managerial responsibility of handling ground operations, program implementation, impact, team management, training facilitation and District Government officials liaising. The position involves intense excellence in operations and implementation of Ed-tech programs at scale.

<b>Designation</b>	<b>Associate Program Manager</b>
<b>Reporting to</b>	<b>Program Manager</b>
<b>Experience</b>	2-3 Years (Nonprofits work preferred)
<b>Vertical</b>	Operations
<b>Location</b>	Gwalior (M.P), Pune (MH), Lucknow (U.P)
<b>Employment Type</b>	Full-time
<b>Employment Level</b>	Mid-level

### We are looking for someone with

- Excellent understanding of ed-tech sector and technology
- Must have excellent operational skills
- Understanding of project implementation & Management
- Passionate about bringing impact on ground

### Key Responsibilities but not limited to:

If you are self-motivated, have a can-do attitude willing to take complete ownership of digital transformation in Government Schools, this is the perfect role for you.

- **Program/Project Implementation**
  - Build & lead implementation plans to meet the targets, aligned to the project/s and partner/s organizations
  - Lead and manage team of associate ensuring smooth operation with team engagement, capacity building & development
  - Conduct M&E as per defined success metrics and growth aspiration for the project and communicate effectively with all stakeholders and team.

- Program tracking and reporting: Planning will need to be followed up with regular tracking of progress against the plan. This will include a special focus on programmatic data and analysis.
  - Handling and oversight of all program level development activities with internal/external partners/teams.
  - Ensures that all programmatic activities are implemented as per agreed timelines with expected quality
  - Monitors progress and give input where necessary.
  - Oversee the data collection and analysis in relation to programmatic intervention areas
  - Develop and share all periodic progress reports in a timely manner
  - Liaise with (internal & external stakeholders)
- **Project Review & Monitoring**
    - Conduct regular field visits with appropriate tools and checklists, including discussions with beneficiaries on program effectiveness, and feedback on improvements
    - Conduct regular (monthly) analysis of program implementation and monitor to identify strengths and weaknesses of the project and share the team for appropriate action.
    - Conduct the Projects review of progress made by the team on a monthly /quarterly basis and identifies the areas where they need to improve in terms of capacity building and help them to make necessary changes in their original plans if required
    - Ensure that high-quality reports are submitted on time to the partners and government.
    - Comply with all relevant policies and procedures concerning child protection, health and safety, equal opportunities and other relevant policies for our stakeholders and team.
- **Coordination, Collaboration and Networking**
    - Coordinate and communicate with the State/district/block level govt. officers of education dept. regularly and establish a close working relationship
    - Coordinate and communicate with the school staff (Principal, Teachers) regularly and establish a close working relationship with them
    - In coordination with Leaders and Project teams - represent Muskaan Dreams at District levels, lead on ground funder visits when and if required.

### **Experience Requirements:**

- Graduate/Post-graduate in Social Work discipline
- Minimum 2 to 3 years of work experience with a similar role
- Understanding of current trends in the ed-tech sector

### **Must have skills and competencies**

- People Management & Development, ability to manage higher span of control & team management
- Decision making, critical & analytical thinking
- The effective delegation, Target driven
- Ability to manage Conflicts within the team,
- Data analysis & data articulation skills
- Excellent Training, Facilitation and communication skills.
- Proficiency in the English language is a must.
- Excellent interpersonal skills, ability to listen well and positively represent the organization and its mission
- Demonstrated skill in proactively building relationships with internal and external stakeholders.
- Strong organizational skills, attention to detail and ability to manage multiple projects and stay

- on deadline.
- Flexibility and willingness to travel and be a part of a large team.
- Proficiency in Microsoft Office programs, including Word, Excel and PowerPoint.
- Ability to work independently.
- Trustworthy, Ambitious and takes initiative.

#### **Compensation:**

Muskaan Dreams offers compensation as per the experience & competitive pay with excellent benefits. The non-monetary compensation includes a unique opportunity to be part of an innovative, meaningful, fun and rapidly growing organization that is transforming the lives of millions of children in India by focusing on digital literacy and skill-building in education.

#### **To be successful at Muskaan Dreams, you will also:**

- Have a passion for our mission and a strong desire to impact a dynamic nonprofit organization
- Be a proactive and innovative thinker who achieves results and creates positive change
- Have a very high level of personal and professional integrity and trustworthiness
- Embrace diversity and a commitment to collaboration
- Thrive in a fast-paced and fun environment

Muskaan Dreams is proud to be an equal opportunity employer committed to identifying and developing the skills and leadership of people from diverse backgrounds. EOE/M/F/Vet/Disabled

**Travel Requirement:** Willingness to travel up to 30% to 50% of the time at the State/District/Schools in programme geographies as required

**How to Apply:** [Please click here to apply](#) or visit <https://muskaandreams.org/apply-now/>

**Process:** Profile submission <>Assignment<>Personal interaction <>Final discussion.

**Note:** A typical recruitment process for these roles takes about 30-45 days, we'll keep you updated about the progress through email.

**For queries:** +91 9754175881 (use WhatsApp) or [hrm@muskaandreams.org](mailto:hrm@muskaandreams.org)

**“Only Apply if you love meeting people and love teamwork, you want to be part of an exciting roller coaster ride, you are crazy enough to still apply.”**



**“Digital Promise to Every Child”**