

## Job Description: Assistant Program Manager (Ed-Tech)

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**Muskaan Dreams** is a social impact Ed-Tech nonprofit, committed to bridge 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. We are looking for someone who has a good understanding of Ed-tech products, technology, design, innovation, testing, data, scale and can take ownership of products to run successfully. Do you still think you are the right person for this role? Feel free to apply.

*Our dream is to enable digital learning for 1Million students by 2025!*

**Job Title** : Assistant Program Manager, Ed-Tech  
**Position** : Full-time  
**Experience** : 2-3 Years in **Ed-tech (Operations & Innovations)**  
**Location** : Indore (M.P)

**Job Summary:** The Assistant Program Manager position in the operational role offers young, motivated, energetic people the opportunity to be an integral part of Muskaan Dreams work. The Assistant Program Manager (APM) is responsible for the planning and implementation of the Muskaan Dreams (MD) Product/Program in multiple districts with a managerial responsibility of handling design, implementation, impact, team management, training facilitation and Government officials liaising. The position involves intense excellence in operations and implementation of Ed-tech programs at scale.

- Design and lead implementation plans to meet the targets, aligned to the project/s and partner/s organizations
- Conduct M&E as 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.
- 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
- Liaising with (internal & external stakeholders)

**Key Responsibilities:** Complete ownership of program implementation, monitoring & success

**1. Ensuring Quality of Product/Project**

- Provide strategic and clear direction/guidance in planning and budgeting of programs under the guidelines, framework, policies and strategic plan in the field.
- Provide strategic guidance to effective and result oriented programs in collaboration with the government for immediate and long-lasting changes in the lives of children and Teachers.
- Help team in the improvement of product quality as per the need from the ground with relevant feedbacks & suggestions

**2. Project Implementation**

- Develop Monthly, Quarterly and Annual work plans and ensure the implementation as per the PMS plan
- Ensure adequate managerial and technical support to the team.
- Oversee the data collection related to programmatic intervention areas as set by the team.

**3. 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.

**4. Capacity Building of Team**

- Hiring, lead, manage the team and make sure they have clear objectives, results and work plans and receive meaningful feedback on their performance regularly regarding projects
- Lead on capacity building of team through coaching, mentoring and training
- Design and develop training manuals and facilitate in building capacity of the team, and stakeholders to ensure effective implementation of different activities by them on the ground, (workshops, meetings and seminars).

## 5. 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, when and if required.

### Skills and Behaviour

- People Management & Development (ability to manage higher span of control & team management)
- Decision making, critical & analytical thinking
- Effective delegation
- Goal-driven
- Conflict management
- Proficiency in Microsoft Office & presentations skills
- Data analysis & data articulation skills
- Felicitation Skills
- Technical Skills (Expert in MS Office, Data Analysis, Database Management)
- Accountable, Ambition, Collaboration, Creative

### Education Qualification:

1. Graduate/Post-graduate
2. Excellent communication and documentation skills in English & Hindi.
3. Readiness to travel extensively, mostly to remote, rural locations
4. Effective leadership skills and a problem-solving ability
5. Passion to impact lives

### Key Expectations:

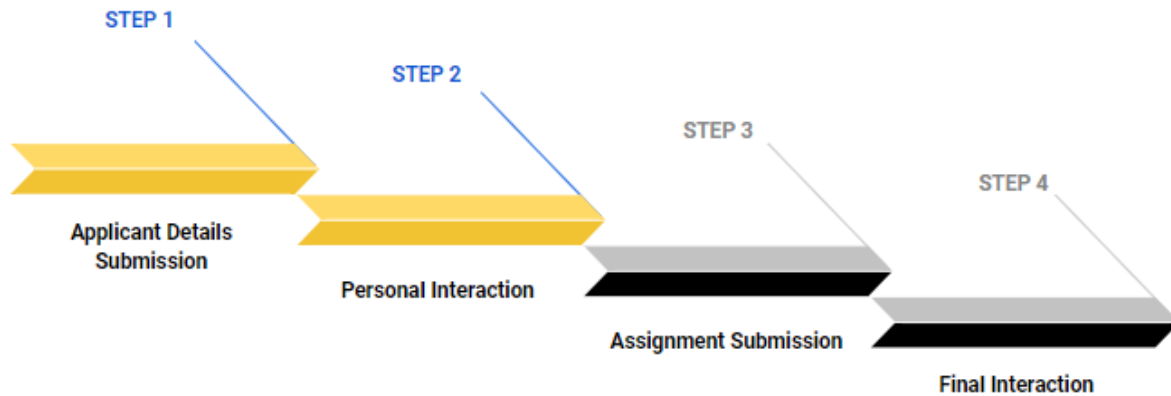
- Outcome driven work
- Regular meetings with stakeholders & project team to ensure smooth work at all levels.
- Complete ownership of work
- Impact, speed & scale at the centre

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

**Salary:** Remuneration will be competitive with Indian philanthropy pay scales and will depend upon the candidate's experience levels\* (4.2 LPA to 5.4LPA)

**How to Apply:** If you would like to apply for this role, send your cv to [hrm@muskaandreams.org](mailto:hrm@muskaandreams.org)

**Process:**



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.”