

<b>Position Title</b>	Academic Mentor
<b>Band</b>	F
<b>Department/Function</b>	QSP-Project Implementation
<b>Reporting to (Designation/Role)</b>	Project Coordinator / Project Head
<b>Location</b>	Hamirpur (Shimla), Firozpur (Punjab), Delhi
<b>Ideal Age Bracket</b>	Up to 35 years
<b>Qualification</b>	MSW / MBA / Post Graduate in Rural Development
<b>Experience (in years)</b>	4-8years in implementation of education program
<b>Skill</b>	<ul style="list-style-type: none"> <li>• Liaison and networking skill</li> <li>• Interpersonal relationship</li> <li>• Facilitation skill</li> <li>• Communication and presentation</li> <li>• Execution skill</li> </ul>
<b>Key Roles &amp; Responsibilities</b>	
<ol style="list-style-type: none"> <li>1. To orient Principal and Teacher about the QSP Program at regular intervals.</li> <li>2. To implement all program activities as per Logical Framework and in line with the overall program philosophy.</li> <li>3. To engage with and encourage community participation in school development activities.</li> <li>4. To motivate students to lead all in school club activities.</li> <li>5. To keep the school informed about various external competitions/participative events and bring in a culture of winning awards in partner schools.</li> <li>6. To plan and budget for all in school activities, event, campaigns etc. on a monthly /quarterly basis as may be mutually agreed with the Reporting Manager.</li> <li>7. To carry out activities as may also be planned by the HO and effectively implement.</li> <li>8. To ensure effective and accurate reporting of all program indicators on a monthly/need basis in the online MIS portal/other reporting templates from time to time.</li> <li>9. To engage with Block/District level department officials and provide necessary information as may be asked for.</li> <li>10. To follow all operating guidelines with respect to student safety both within and outside the school in case of any external activities, competitions, excursion tours etc.</li> <li>11. To prepare all program reports, plan the exit process, and provide support to the school on a need basis In case of program tenure completion,.</li> </ol>	