JD

Position Title	Academic Mentor
Location	
Department/Function	QSP-Project Implementation
Reporting to (Designation/Role)	Project Coordinator / Project Head
Reported by (Designation/Role)	None
Ideal Age Bracket	Up to 35 years
Qualification	MSW / MBA / Post Graduate in Rural Development
Experience (in years)	4-8 years in implementation of education program
Skill	• Liaison and networking skill • Interpersonal relationship • Facilitation skill • Communication and presentation • Execution skill

Key Roles & Responsibilities

1. To conduct baseline assessments in school.
2. To orient Principal and Teacher about the QSP Program at regular intervals.
3. To implement all program activities as per Logical Framework and in line with the overall program philosophy.
4. To engage with and encourage community participation in school development activities.
5. To motivate students to lead all in school club activities.
6. To keep the school informed about various external competitions/participative events and bring in a culture of winning awards in partner schools.
7. 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.
8. To carry out activities as may also be planned by the HO and effectively implement.
9. 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.
10. To engage with Block/District level department officials and provide necessary information as may be asked for.
11. 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.
12. 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,.

Drop your CV at hr@gleekvell.com or gleekvellconsultant@gmail.com