



## Government Relations Associate at iTeach Schools

### Overview

iTeach Schools is a fast-growing network of transformational schools focused on providing a free, foundational, and excellent education to secondary students. Founded in 2015, we now operate eight schools from Grades VIII to X across Pune, in collaboration with Pune Municipal Corporation and one school in Delhi. ([Read about our 5 year Journey here!](#)).

Our students hail from Pune's most under-resourced households. The secondary grades are the last laps of intervention for our students, and probably the only real chance we have left to level the playing field between them and their high-income peers.

Currently, in our sixth year, we serve 1600 students and 900 student alumni through a strong team of nearly 170 staff members. In the academic year 2020-2021, we are looking for exceptional sector leaders to be associated with our schools, and eventually expand our school network!

### Position Summary:

The Government Relations Associate (GRA) will represent iTeach at all levels in the government. GRA will be responsible for all the government related work on behalf of iTeach. Identifying the requirements, understanding the procedures involved, planning of work, regular follow up with different government offices, regular briefing of school leaders about ongoing work and development and planning for next steps would be the broad areas of work.

### Major Responsibilities:

- Be the communication channel between iTeach Schools and the Government.
- Build and maintain relationship with PMC, Shikshan Mandal, Secondary School Board and other government bodies.
- Identify, build and maintain relationship with all school related government contacts – EO, DEO, Superintendent, AO, BO and HM, Sarva Shikshan Abhiyan and other PMC/PCMC Committees.
- Focus on building the relationship of our schools leaders, social workers and admin associates with the key people in the PMC/PCMC relevant to the school.
- Resolve issues between government and iTeach schools.
- Be the central point of contact for the entire school team for any government related work or issues.
- Keeping abreast of any amendments in the government policies and procedures and updating the relevant stakeholders within and outside of iTeach.

### Specific Responsibilities:

- Coordinate meetings with EO and other government officials for any iTeach representative.
- Obtain all necessary permissions and compliances for schools from relevant departments.
- Work with Pune schools to put systems in place via MIS, reporting and data review in each school on a regular basis.

### Advocacy/Systemic Reform



- Work with the Pune SW Manager to set-up a form and train the Central SMC.
- Plan with the SW manager, quarterly meetings and trainings for the central SMC to achieve its goals
- Build advocacy at government level by working with other NGOs in the city.
- Plan for training that will equip School Social Workers to form SMCs in new schools and manage existing SMCs well.

#### **Conduct School Audit:**

- Do every quarterly school audits and give reports to all schools about Government work completion.
- Ensure the above information is fed into the School Development Review process of every school.
- Ensuring effective implementation of PPP (Public Private Partnership) and also ensuring the compliance of the same.
- Coordinate with the CEO and department heads to regularize and implement the systems which fall under PPP.

#### **Personal Qualities –**

- Team player with flexibility to assess situations and issues from different angles.
- Willingness to find solutions in the best interest of the employee while balancing the organization needs.
- Self-motivated and disciplined. - Possession of high personal integrity and standards.
- Ability to work with different people and exert good organization impact with confidence.
- Creative with sound attention for details - Strong focus on delivery and results with high drive and energy.
- Willingness to work and learn within the development sector Skills - Strong in communicating, presentation and convincing skills - Excellent interpersonal, influencing, coaching and leadership skills.
- Familiar with Data and know how about the Local Municipal body related to schools.

#### **Knowledge and Experience –**

- University graduate or above, with major in Social work - Minimum 2-3 years experience in Social work department with no less than 1 years in position with people management responsibilities.
- Comfortable in reading, writing and typing in Marathi and English.
- Experience in a dynamic environment (e.g. undergoing change, start up) desirable – experience as a change agent - Willing and able to travel within Pune.