

The following are the Terms of Reference (TOR) for the post of Chief Operating Officer, MSAPS.

### 1. Key responsibilities:

The major work of the Chief Operating Officer are as follows

- Collaborate with the Chief Executive Officer (CEO) on long-term planning for Mo School growth and evolution; assist the CEO in the execution of the Work Plan, timeline and budgetary responsibilities.
- Help develop the operating strategies, plans and procedures to attain Mo School goals.
- Act as lead for School level project development, execution and monitoring in coordination with District Level Committees and other relevant administrative bodies
- Collaborate with Officer on Special Duty (OSD) and other government officials involved in the Mo School Abhiyan to facilitate the Mo School Project implementation in districts.
- Liaise with Head Teachers, Alumni, Alumni Associations, and other stakeholders as necessary.
- Assist the CEO in Alumni mobilization, fund-raising, project compliance and manage relationships with partners and vendors.
- Assist the CEO in preparing monthly updates to the Chairperson and regular updates to the Governing Council and Executive Council meetings.
- Facilitate day-to-day operations of Mo School, especially of the Programme Management Unit (PMU).
- Lead Mo School weekly calls to monitor progress, generate action items and keep the momentum going.
- Assist relevant officials and volunteers in internal and external communication, outreach social media management and press relations. Work in synergy with the Directorates, OSEPA and relevant entities on programme design, development and implementation
- Manage procurement processes and resource allocation.
- Ensure professional monitoring and quality control of the projects being implemented state-wide under the Mo School Abhiyan
- Conduct impartial and professional impact assessment of projects and share outcomes with Donors, the Governing Council and other relevant stakeholders.
- Consult the Chairperson, Mo School on vision, strategy, and implementation aspects of Mo School

### 2. Requirement for the job:

The skills, abilities, experience, and knowledge outlines below provide a summary of what is required to carry out the job of the Chief Operating Officer effectively.

### 3.A. Skills & Abilities

- i. **Planning and organizing:** Ensure that time and resources are utilized to best effect for the achievement of Mo School Abhayan's goals and mission and that Government of Odisha is committed to agreed courses of action.
- ii. **Relationship Building:** Creating and maintaining harmonious and constructive working relationships with other directorate agencies of School & Mass Education Department, other departments, internally and for externally with stakeholders.
- ii **Effective decision making:** Making clear, informed and timely decisions that lead to effective outcomes in line with Mo School Abhiyan's objectives and Government of Odisha's decisions.
- iv. **Collaboration and Cooperation:** Working respectfully, effectively and collaboratively with others in Mo School team, across School & Mass Education department, other departments and externally to deliver effective outcomes.
- v. **Change Management:** Seeking out and developing diverse ideas and approaches to Mo School programme in different districts, responding positively and constructively to changes and fostering a culture of continuous implement for self and team.

### 3.B. Knowledge and Experience

#### 3.B.1: Essential

- i. Post Graduate degree in any discipline from a recognized University.
- ii. Five years of senior level professional work experience in State/National level school education projects.
- iii. A minimum of 3-4 years professional work experience in leading 10-15 member professional team.
- iv. Excellent skills in written and spoken Odia and English languages, strong communication and presentation skills using technology and ability to adapt approach to suit a diverse range of stakeholders.
- v. Demonstrated knowledge of budgeting and financial oversight requirements
- vi. Strong networking capacity with different stakeholders like multilateral agencies and not-for-profit organizations.
- vii. Managing change and organizational transformation
- viii. Must be between 30-45 years of age.

#### 3.8.2 Desirable:

- i. In depth understanding and knowledge of School Education issues and sector.
- ii. Current knowledge of development issues, strategies, as well as programming policies and procedures in development cooperation, in particular pertaining to school education.
- iii. Understanding of social mobilization and behaviour change communication

### 4.Remuneration: Rs 1.2 lakhs per month (all inclusive)

