

Dost Education **Manager – Operations** **Job Description**

Manager - Operations

(State operations & execution role)

Role Overview

Dost is hiring a Manager – Operations to lead implementation on the ground. This role focuses on driving state operations, managing government relationships, coordinating partners, and ensuring smooth program delivery.

Ideal for someone who thrives in execution, coordination, and stakeholder management.

Key Responsibilities

Program & State Operations

1. Lead operational execution of programs across states.
2. Ensure timely implementation aligned with goals and milestones.
3. Monitor operational performance and resolve execution challenges

Government & Stakeholder Management

1. Build and manage relationships with government officials and partners.
2. Support coordination across departments, partners, and internal teams.
3. Represent Dost in field-level meetings and reviews

Team & Partner Management

1. Manage field teams and partner organisations.
2. Build operational processes and reporting structures.
3. Enable teams with tools, training, and support for delivery

Planning & Coordination

1. Support program planning, rollout, and scale-up initiatives.
2. Track progress, timelines, and risks.
3. Drive cross-functional alignment with product, comms, and program teams

Who You Are

5–8+ years experience in operations, program management, or implementation

Strong execution and stakeholder management skills

Experience working with government ecosystems or field programs is a plus

Ability to manage teams and navigate ambiguity

Mission-driven and impact-focused