

Dost Learning Foundation
Senior Associate - PMU
Job Description

Role Overview

Dost is looking for a Senior Associate who will be placed at PMU within the Department of Women Empowerment and Child Development (WCD) and will play a critical role in supporting the planning, coordination, and execution of program activities. They will be required to collaborate closely with government stakeholders, district officials, and internal teams to ensure seamless implementation and scale-up of interventions.

This role offers a unique opportunity to work closely with government systems and contribute to large-scale impact in Early Childhood Development and Women's Empowerment.

Location: Dehradun (Uttarakhand) and Lucknow (Uttar Pradesh)

Key Responsibilities

Program Coordination and Implementation

- Support the rollout of Dost's programs across selected districts/blocks.
- Coordinate with district-level officials, Anganwadi systems, and partner stakeholders.
- Track implementation progress and ensure adherence to timelines and quality benchmarks.

Strategic Responsibilities - System Integration and Influence

- Lead Dost's representation across all relevant ECCE platforms, ensuring credible, data-backed inputs through reports, reviews, and partner engagement that shape conversations, not just participate in them.
- Drive Dost's institutional positioning within Uttarakhand/Uttar Pradesh's ECCE ecosystem, including active inclusion in the State ECCE Technical Advisory Committee and other key decision-making forums.
- Own State-Level Intelligence & Alignment
- Be the single point of accountability for ensuring that - Dost has real-time visibility on state priorities, policy shifts, government mandates, and programmatic developments, and translates these into actionable internal alignment.
- Ensure High-Quality Representation & Influence.

Monitoring and Reporting

- Design and institutionalise monitoring frameworks that align with Poshan indicators and departmental priorities (e.g., Navchetna, Aadhaarshila, Poshan Bhi Padhai Bhi), ensuring Dost's work is both relevant and measurable within government systems.
- Strengthen Government-Facing Communication: Build and maintain clear, consistent, and strategic communication channels with key stakeholders (Department, ICDS officials, partners), ensuring trust, responsiveness, and visibility of Dost's contributions.
- Identify implementation gaps and recommend corrective actions.
- Analyse data and generate periodic reports for internal and external stakeholders.

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Capacity Building Support

- Support in organising training sessions and orientations for frontline workers (e.g., Anganwadi Workers).
- Ensure effective dissemination of program content and processes.

Strategic Support

- Contribute to planning for program expansion and scale within the state.
- Support documentation of best practices, case studies, and success stories.
- Help the DOST team in organising Partners meetings, training programs or other such events for partners in the Uttarakhand/Uttar Pradesh region.

Who You Are

- 4-8 years of relevant experience in program management, preferably in the development sector.
- Bachelor's or Master's degree in Social Work, Development Studies, or related field.
- Prior experience working with government systems (especially WCD/Education) is highly desirable.
- Strong communication and interpersonal skills in Hindi and English.
- Proficiency in MS Office (Excel, PowerPoint, Word).
- Ability to manage multiple stakeholders and work in dynamic environments.

Preferred Attributes

- Understanding of Early Childhood Care and Education (ECCE).
- Experience working at the state and district/block level implementation.
- Problem-solving mindset with attention to detail.
- Willingness to travel frequently within the state.
- *(Preference will be given to local candidates, as familiarity with the area will be considered an added advantage for this role.)*

Compensation

Competitive, based on experience, and aligned with non-profit sector benchmarks.

How to apply

Interested candidates should submit their credentials via the Google form <https://forms.gle/BKLbJPqT7LrHwMGJ9> by **20th May, 2026**.

Applications received beyond the deadline will not be considered.

Note: Dost Education is an equal-opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

For more info. visit us: <https://www.dosteducation.com/>