



Language and Learning Foundation (LLF)

Position: District Coordinator (DC)
Location: Durg district, Chhattisgarh
Nature of the Employment: Full-time; initially for 11 months on consultancy contract

Organisation summary:

Language and Learning Foundation (LLF) is a non-government organisation based out of New Delhi that works towards developing strong foundational skills and abilities of language and literacy among all children and strengthen their ability to think and reason. Founded by the dynamic and passionate, Dr. Dhir Jhingran (Ex-IAS, PhD in Education), LLF believes children's home languages need to be used formally in the classrooms in the early primary years. Its research and reputation in the early learning space has translated to partnerships with the six state governments and support of other organisations like UNICEF, TATA Trust and Central Square Foundation. LLF presently works with the states of Chhattisgarh, Haryana, Bihar, Rajasthan, Uttar Pradesh and Gujarat to implement programs for foundational language and literacy. LLF's "Learning Improvement Program in Haryana" was awarded the "Best Field Based Initiative in South Asia" at CIES 2019.

About the program:

LLF works on designing and implementing language and literacy programs for state governments while researching and innovating for multi-language and multi-grade learning. The three dimensions of work include continuous professional development of teachers and teacher educators, implementing projects that demonstrate transformed teaching-learning processes for early language learning and engagement with the government system for reform in academic policies and practices.

About the Founder:

Dr. Dhir Jhingran is a visionary and expert in the early education space and has over two decades of experience in the education sector. He was the Director of Elementary School Education (Sarva Shiksha Abhiyan, Ministry of Human Resource Development) and the National Coordinator, Right to Education. He went on to conceptualize, design and implement a Literacy Instruction program for 9 countries at Room to Read, before pursuing his PhD in Education as the Secretary of Assam. He was the National Advisor to Ministry of Education, Government of Nepal, before he decided to set up Learning and Language Foundation. Dr. Dhir Jhingran, with his vast experience, acts as an advisor to many organisations in the education space and is committed to solving the early learning crises in India.

Position summary:

The District Coordinator will report to the State Coordinator and will be responsible for implementation of the program in the district. Key responsibilities include but are not limited to the following:

- Ensuring implementation of the project activities of LLF at District/block level
- Liaison with government official regarding project monitoring and mentoring at district level like DEO, DMC, APC, DIET including BEO and BRC
- Create district level management system for block level LLF team along with DRG
- Management and coordination of the overall project activities of project in the district
- Work closely with district officials, Language District resource group to enhance their understanding of the language pedagogy reform and motivate to do school visit to see best practices.

- Facilitate Joint planning and field visits with district level monitoring and supporting team of education department.
- Continuous documentation of the project processes and identify super model of the language learning processes and outcomes.
- Conduct workshops/trainings and review meetings at district level for LDRG and LLF block staffs
- Support the central team of LLF in early language & literacy development framework, training module development and TLM for early grades.
- Support to District Resource Group members (DRGs); capacity building through the workshop as a member of LLF team as per the annual schedule
- Support in DRGs in designing teachers training for early grades.
- Submitting monthly/quarterly/Yearly reports to the District education department and State Coordinator based on the pre-determined objectives.
- Document best practices, case studies and success stories from the field to share with donors, central team and governments
- Prepare monthly/Yearly plan of activities, based on the project objectives and in accordance with the block coordinators plan.
- Ensuring M & E processes at district level
- Analyze data of the assessments, classroom observation, etc. and prepare reports to share with LLF team and government
- Any other work suggested by State Coordinator will be also part of the JD

Qualifications, Skills, and Abilities

- Post-graduation in any relevant stream (Hindi is preferred)
- Experience: 8 years of work experience in school education sector including 2 years of management experience will be preferred (Training, Teaching and coordination/management of the programme)
- Strong skills in Microsoft Office – Excel, PowerPoint and Word
- Strong interpersonal skills, with experience in building & managing relationships
- Strong communication skills, fluency in Hindi
- Speaking and understanding of Chhattisgarhi language
- Result-oriented and ability to adjust to a fast, changing work environment associated with a young, growing organization

Desired Qualities

- Entrepreneurial spirit and 'can-do' attitude and open to feedback.
- Operating style suited to working in a small-organization setting, where teamwork and resourcefulness are highly valued
- Ability to manage multiple tasks at a time
- Demonstrate good level of emotional stability, intelligence, & social & self -awareness.

Compensation

- Remuneration will be competitive with Indian philanthropy pay scales and will depend upon the candidate's experience levels.

Apply

Interested candidates may please apply via email by 7th June 2019 to prakashsharma.llf@gmail.com by sending their latest CV and a cover letter in Hindi (not more than 150 words) that indicates your suitability for the job. Please indicate the position name in the subject line.