Language and Learning Foundation (LLF)

Position: Senior/ Program Manager, State Programs
Location: Delhi

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 and multilingual education has translated to partnerships with the six states(Chhattisgarh, Haryana, Bihar, Rajasthan, Uttar Pradesh and Gujarat) and has garnered the support of education philanthropy like Tata Trusts, Central Square Foundation, Bill and Melinda Gates Foundation and UNICEF. LLF's "Learning Improvement Program in Haryana" was awarded the "Best Field Based Initiative in South Asia" at CIES 2019 and evolved to become the first CSR-funded education Development Impact Bond (DIB).

The National Education Policy, 2020 has announced the set up of the National Foundational Learning Mission(FLN) to ensure basic reading skills and numeracy in all students by grade 3 by 2025. LLF has been recognized as an advisor and literacy partner to the government for this mission and is at a pivotal stage of its growth. LLF is looking to hire passionate professionals interested in working with education leaders, marquee funders, and governments to create tangible change in learning outcomes.

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 the 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

A new position is being created to keep pace with our growing mandate and projects; the Senior/ Program Manager (S/PM) will work directly with the Director (State Programs) of Language and Learning Foundation (LLF) and also directly with the Executive Director. He/she will lead complex programs, project management and implementation of state programmes and manage teams effectively. The SPM plays a pivotal role internally, in ensuring cross-functional teams work effectively

together and externally, in owning relationships with state bureaucrats and delivering impactful programs.

She/He will be responsible for design, planning and management of all activities required for LLF's state programs to ensure smooth delivery and expansion of the state program. This will include: monitoring project plans and schedules; organizing and participating in stakeholder meetings; ensuring that project deadlines are met in a timely manner and guiding the development and follow-up of the M&E associated with each program. Where needed, the SPM will be entrusted to take direct responsibility for individual projects with limited guidance.

Priority focus:
- Develop new initiatives/geographies within the state programs and expand to new states
- Coordinate the Uttar Pradesh and Gujarat programs within LLF and with external partners
- Strengthen Program M&E and data collection

Key Responsibilities

Project Management

- Responsible for preparing strategic roadmaps and implementation plans with goals and milestones .
- Set-up project management processes and guidelines and ensure that all activities are driving towards the defined goals.
- Assess project risks and issues and provide solutions where applicable
- Support State Managers in ensuring implementation of the project activities in the state. Support the state teams to ensure timely and quality completion of project deliverable
- Create internal alignment between different interventions

Monitoring data, analysis and documentation

- Implement an M&E system in collaboration with other M&E staff for each state program with output and outcome indicators, support data collection and track progress on these indicators
- Interpret data, identify patterns and trends in data sets and report the results back to the relevant members of the program
- With guidance from appropriate team leads, build new components of database data collection and aggregation of tools

Budgeting, Reporting and Project Funder management
- Support documentation for state programs including monitoring data, case studies and evidence about outcomes including preparation of periodic and final reports
- Review and monitor expenditures and ensure adherence to approved budgets and Develop new proposals and budgets for raising funds

Liaise/Coordinate with all stakeholders:
- Work with the Director (State Programs) to design new state engagements. Set-up and manage State partnerships, develop and manage relationships with key senior officials, influencers and policymakers at the state level.
- Organize, attend and participate in required stakeholder meetings- Coordinate with external stakeholders (NGOs,CSRs experts, States). Facilitate conversations, setup and manage partnerships towards predefined outcomes/best solution

- Work with cross-functional teams to ensure adequate back-end support to state programs and create internal alignment between different interventions. Ensure proper facilitation of meetings and documentation of decisions

Qualification and experience:
- Post-graduation and/or 8+ years of experience in large scale program management/ government consulting /operations/program design in education
- The candidate should have considerable experience in leading complex programs, managing teams, project management, implementing state programmes within either the for-profit or non-profit sector.

Desired Qualities
- Strong writing skills in English
- Strong conversational skills in Hindi
- Strong skills in program design and delivery, operations and management
- Dynamic, can work with short timelines in a result-oriented manner
- Good communication and interpersonal skills, team player
- Self-driven; able to take on projects independently

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

Apply
To apply fill in the Google Form.