

Recruitment in Language and Learning Foundation (LLF)

Position: **FLN Project Manager**

Location: **Chhattisgarh**

Nature of the Employment: One Year Full Time Consultancy **Contract**

Background

Language and Learning Foundation is a New Delhi based non-profit organization with the vision of enhancing equitable student learning, especially language and literacy development, through professional development of teachers and teacher educators, building/sharing knowledge and implementing projects in collaboration with state governments. The Mission of LLF is to influence the classroom practices of 8,00,000 teachers and teacher educators in collaboration with State Governments and a potential improvement in the learning outcomes of 30 million (3 crores) children by 2024. Currently, LLF is operational in 8 states through active collaboration with respective state governments. LLF's website <https://languageandlearningfoundation.org/>

Position Summary

The FLN Project Manager will work in coordination with State Council of Educational Research and Training and Samagra Shiksha Chhattisgarh on the new National Education Policy 2020 (NEP) with a specific focus on Foundational Literacy and Numeracy (FLN) Mission. The FLN Project Manager will play a pivotal role in liaising with all stakeholders of state who are directly or indirectly involve in implementation of FLN Mission in Chhattisgarh. Also, will support in developing drafting planning and implementation documents relating to FLN Mission guideline, policies and strategic approach at state level. This is a critical role aimed at addressing dynamic needs of major FLN related projects, ensuring agility and quality of response.

Key Responsibility:

- Provide support in articulating LLF's strategic approach for various aspects of NEP 2020 and FLN mission guideline.
- Be part of state level FLN committees and provide support in developing documents as required in committee.
- Participate in all FLN committee meetings at states, record the discussions and prepare follow up plan.
- Prepare reports and presentations on LLF's over-all initiatives to contribute to state govt. in national agenda of the FLN Mission.
- Develop project management plan and track activities to ensure timely accomplishment of activities
- Support documentation for FLN programs including monitoring data, developing case studies, best practices, success stories and collating evidence about outcomes to share with governments.

- Support to state govt. in developing Annual Work Plan and budget for implementing FLN Mission in Chhattisgarh.
- Represent LLF in meetings and workshops on being invited by the Government and other organizations.
- Support to FLN committee of SCERT Chhattisgarh in developing strategic roadmaps, different frameworks related to FLN and multilingual education.
- If required, interact with the Ministry of Education, NCERT, other partners on FLN Mission related work at state levels.
- Visit to districts of Chhattisgarh as per the need of Project.

Qualifications, Skills, and Abilities:

- Master's degree or equivalent in relevant field of education
- 5 - 7 years of working experience with 2 to 4 years of experience in primary education/social sector
- Outstanding skills in preparation of pitch decks
- Excellent drafting skills in Hindi and English
- Excellent presentation, communication and writing skills in Hindi & English
- Ability to set priorities, create workplans with timelines and monitor them on regular basis
- Ability to work independently and proactively, without or with little supervision
- Strong in MS Office (Excel, Word, Power Point, etc.) and computer skills
- An analytical mindset with problem-solving skills
- Strong interpersonal skills, with experience in building & managing relationships
- Prior work experience in the education/development/fellowships sector strongly preferred

Desired Qualities:

- Strong understanding of Foundational Literacy and Numeracy Mission and NEP 2020
- Good understanding of policies regarding early grade literacy & language development and numeracy.
- Entrepreneurial spirit and 'can-do' attitude and openness 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 a good level of emotional stability, intelligence and social and self-awareness.

Apply using this link: <https://bit.ly/3l6YawQ>