



Opening: Project Manager - Assam

Location: Guwahati, Assam

About Us:

Language and Learning Foundation (www.languageandlearningfoundation.org) 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. LLF currently works with 7 state governments across the country

About the Project

LLF has been running professional development courses and school level intervention programs on early language learning for government school teachers, teacher educators (SCERT & DIET faculty members) and academic resource personnel in 7 states and also working with Ministry of Education and NCERT. These courses follow a blended and online learning model. Over the last year we have developed various online courses on areas related to Early Language and Literacy, Academic Support, Multilingual Education and Foundational Numeracy.

In the upcoming year we will work with the SSA, Assam Office and supporting them on FLN Mission themes and topics related to Foundational Learning, MLE (language mapping) and Academic Support, that can support and build the capacity of various stakeholders.

Position Summary

LLF is looking for an individual with excellent project management skills, good understanding of foundational learning and prior experience of working with the Govt. education sector for managing LLFs new venture in the state of Assam. The Project Manager will be responsible for managing a 4-5 member state team along with managing multiple stakeholders including government agencies for FLN Mission activities in the state.

Key Responsibilities

- Work as link between the central team and the state team based out in Guwahati, Assam
- Developing a good understanding of the designing and development of FLN activities, academic support and MLE – Language Mapping
- 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
- Represent LLF in meetings and workshops on being invited by the Government and other organizations
- Support to FLN committee of SSA Assam 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

- Provide project updates on a consistent basis to various stakeholders about strategy, adjustments and progress of activities implementation
- Vendor selection and management like translator, video developers, audio recording and other technical support
- Managing in-house and external consultants, like content writers, translators, script writers, illustrators, proof-readers, etc.
- Provide support to the state team in the development of various academic material, courses and videos under the state project
- Oversee the work of other team members in Assam for finalising the FLN activities as proposed and planned
- Review the prepared material and finalise them along with the state team, ensuring the content quality as per LLFs standards
- Regularly following up with the state team and provide project updates on a consistent basis to the various stakeholders about strategy, adjustments, and progress.
- Monitor the project budgets and in case of any issues report the same to the Program Manger (CT)
- Preparing high quality and attractive reports, documents, and presentations
- Travelling to field/central locations for program review, academic workshops and professional development activities
- Any other work assigned by the supervisor will be also part of the JD

Qualifications, Skills, and Abilities:

The ideal candidate should have:

- At least 6-8 years of project management experience preferably in primary/early education years or working with NGOs, INGOs, CSOs and/or CSRs
- Ability to work with multiple stakeholders, short turnaround times and changing goalposts
- Excellent written and verbal communication skills in English and Hindi language is needed, Assamese language reading and speaking is mandatory
- Ability to prepare and interpret flowcharts, schedules, and step-by-step action plans
- Strong familiarity with project management methodologies and best practices
- Strong working knowledge of Microsoft Suite, Google Apps
- Good people management and negotiation skills
- Has a good team spirit and positive attitude. Enjoys a varied pace of working and copes well under pressure

Desired Qualities:

- Good 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

Compensation:

Remuneration will be competitive with Indian philanthropy pay scales and will depend upon the candidate’s experience level

Write to shabnam.parveen@languageandlearningfoundation.org with a cover-letter and CV, if interested.