

Recruitment

Language and Learning Foundation (LLF) is a 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 and building/sharing knowledge. One of the major areas of focus of LLF is early language and literacy development for children with a different home language background. LLF is looking to hire experienced and

Name of the Position : Program Manager - Multilingual Education (MLE)

Nature of Employment : Full-time; initially for 1 year contract and subsequent extension on the basis of performance.

Position summary : The PM-MLE will champion the MLE strand of LLF under direct supervision of the Executive Director and with support from Advisor – MLE.

Broad Job Description : *Content writing, course development and implementation (60%)*

- Designing Professional Development Courses and Workshops on MLE
 - Secondary research and material collation
 - Writing content on MLE e.g. handouts, guidelines, position papers
 - Writing modules for courses and workshops
 - Audio-visual material development (classroom videos, animated videos, interviews etc)
 - Enhancing the existing MLE print and digital material/resources as per the need
- Anchoring implementation of courses as per requirement
 - Provide academic leadership to mentors, consultants and trainers
 - Facilitate discussions with participants and develop long term engagement strategies
 - Collate feedback and make revisions in course/workshop materials and design
- Managing overall course and workshops design, timelines and plan
- Coordination with outsourced agencies and consultants for content writing, script writing, material design, editing, proof reading, translations, piloting

- Overall ensure quality control processes in the production and design of all the content (for workshops, course and otherwise).

MLE Project Strategy and Implementation (30%)

- Take lead in conceptualizing, planning and implementation of projects in multilingual education
- Handle budgets

Knowledge Building (20%)

- Identify key research areas in the domain of MLE and anchor the research process
- Collaborate with researchers and domain experts to generate knowledge in the field of MLE
- Collate secondary research on identified themes

Qualifications : - Post-graduate, preferably in Education
- Minimum 5-6 years of experience in program design and implementation of MLE programs and/or research in MLE. Experience of developing training materials will be preferred.
- Advance level knowledge of computers and software for module development
- Proficiency in Hindi and English
- Result-oriented and ability to adjust to a fast, changing work environment associated with a young, growing organization

Compensation : Based on qualification and experience

Interested candidates may please apply to shabnam.parveen@languageandlearningfoundation.org by 25th December 2021 by sending their CV and a cover letter in English and Hindi (not more than 250 words) that indicates your suitability for the job.