



Opening: State Manager - Odisha

Location: Bhubneshwar

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 the 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 the 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 SCERT and SSA, Odisha on varied FLN Mission themes and topics related to Foundational Learning, MLE (language mapping), and Academic Support, which can support and build the capacity of different Education Functionaries. Furthermore, LLF is planning demonstration projects in a few districts of Odisha where the impetus is going to improve student learning outcomes in the long term by impacting FLN focussed teaching and learning methodologies inside a classroom, strengthening academic support for teachers, and implementing systemic reforms within the districts.

Position Summary

LLF is looking for an individual with excellent project management skills, a good understanding of foundational learning, and prior experience of working with the Govt. education sector for leading the diverse projects running in Odisha. The State Manager will directly manage a 5-6 member state team to lead the overall state team and manage multiple stakeholders including government agencies for FLN Mission activities in the state.

Key Responsibilities

- Delivery of outcomes for all the projects while leading the Odisha state team, while
- Work as a link between the central team and the state team based out Bhabneshwar
- Develop 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 strategic leadership aligned to LLF priorities to drive strategic roadmaps and FLN and MLE-related frameworks.
- Represent LLF in meetings and workshops organized by Government and other organizations
- Ensure high engagement of the donors by sharing monthly progress reports and planning donor visits to the field
- 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 a translator, video developers, audio recording, and other technical support
- Managing in-house and external consultants, like content writers, translators, scriptwriters, illustrators, proofreaders, 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 Odisha for finalizing the FLN activities as proposed and planned
- Regularly following up with the state team and providing project updates on a consistent basis to the various stakeholders about strategy, adjustments, and progress.
- Monitor the project budgets, monthly expenditure report and take strategic budgetary decisions in consultation with the central team when needed
- Travel 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 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, Odia 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.
- Prior experience in leading state/national level projects will be a plus
- 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.