

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 Officer - Multilingual Education (MLE)

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

Position summary : The PO-MLE will support the MLE strand of LLF under direct supervision of the Program Manager -MLE and with support from Advisor – MLE.

Broad Job Description:

- Spend about 10-15 days per month at the field to make observations and support the field teams in stronger implementation of the MLE school programs
- Develop instructional designs, assessments and teaching-learning materials for children and teachers with adequate rigour
- Design as well as conduct training sessions with schoolteachers, HMs, government officers and LLF staff
- Build strong and strategic ties with the local community for successful implementation of the MLE school programs
- Lead the process documentation for the school programs in the form of strategy documents, concept notes, classroom videos, interviews, case studies, etc
- Support the external researchers in coordination, planning, execution and analysis
- Support in any other MLE activity, programme or intervention as and when needed

Qualifications:

- Post-graduate, preferably in Education
- Minimum 3 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

Interested candidates may please apply to

shabnam.parveen@languageandlearningfoundation.org by 10 April 2022 by sending their CV and a cover letter in English and Hindi (not more than 250 words) that indicates your suitability for the job.

LLF being an equal opportunity employer, women and persons with disabilities are encouraged to apply