



## **Recruitment**

### **About Us:**

Language and Learning Foundation ([www.languageandlearningfoundation.org](http://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

**Name of Position:** Program Manager - M&E

**Nature of Employment-** Full time, initial for one year project linked consultancy contract and subsequent extension based on performance

**Location:** Lucknow

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### **Position Summary**

The M&E Manager (UP DIB) will report to the Senior Manager (UP Projects) and will be responsible for data management and reporting of the a) UP Fatehpur DIB project b) Varanasi demo project. The person will liaison between the State Team, the State Manager, and the Program Manager of the project. Key responsibilities include but are not limited to the following:

### **Key Responsibilities**

- While the focal project will be UP DIB; yet, will contribute to overall M&E initiatives as well as needed.
- Create and implement policies for effective data management by developing protocols for data collection, analysis, interpretation, sharing data. Formulate techniques for quality data collection to ensure adequacy, accuracy, and legitimacy of data.
- Coordinate the development of tools for literacy assessments and classroom observation tools and create protocols for data management/analysis of such data.
- Revise and review the theory of change, logic models and design indicator frameworks for ensuring data collection and usage.
- Assist in donor reporting by including quality monitoring and learning outcomes data of the program in reporting structures.
- Setting up and maintaining a database for monitoring the progress of the program and its Implementation.
- Liaison with the technology partners to build data collection and analysis mechanisms for the program such as the classroom observation app.
- Assist with reports and data extraction when needed and support documentation for data management system in electronic form accessible to relevant teams
- Developing student assessment frameworks, analysis of assessment findings, and writing reports
- Interact with the Field teams to resolve queries, interpret and analyze data for usage in programs.
- Support in development and coordination of internal process studies, evaluations, research studies as a part of the program.

**Qualifications, Skills, and Abilities:**

- A Master's degree or equivalent in the relevant field of education is required
- Overall experience of 5+ years with 1-2 years of core M&E function; management and utilization of program data (preferably education-related program)
- Excellent understanding of data administration and management functions (collection, analysis, interpretation, presentation, etc.)
- Proficient in MS Office, excel in particular, along with Stata, SPSS, etc.
- An analytical mindset with problem-solving skills
- Excellent communication and presentation skills; and fluency in English and Hindi
- Strong interpersonal and collaboration skills, with experience in building & managing relationships
- Prior work experience in the education/development/fellowships sector is strongly preferred

**Compensation:**

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

**How To Apply:** Use the below mentioned Google Form Link –

[https://docs.google.com/forms/d/e/1FAIpQLSdKeapoba2qqFa2gC1ceoDP4IVeD-bG1hR\\_HPuTEPTgdgcw1Q/viewform](https://docs.google.com/forms/d/e/1FAIpQLSdKeapoba2qqFa2gC1ceoDP4IVeD-bG1hR_HPuTEPTgdgcw1Q/viewform)

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