



## **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:** Senior Program Manager (UP Projects)

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

**Location:** Lucknow Uttar Pradesh

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### **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 two demonstration projects in UP i.e. a) UP DIB project running in the Fatehpur district of UP, b) BMGF project running in Varanasi district. The Senior Manager (UP Projects) will report to Senior Program Manager, State Programs. The Senior Manager (UP Projects) will directly manage the leadership of the district team and will lead the overall demonstration program.

### **Key Responsibilities**

#### **Program Management**

- Ensure delivery of outcomes for the UP BMGF and DIB projects while leading the overall team
- Work as a link between the central team and the district team operating out of the Fatehpur district
- Provide project updates on a consistent basis to various stakeholders about strategy, adjustments, and progress of activities implementation

#### **Monitoring and Evaluation**

- 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

#### **Government Liaisoning and Stakeholder management**

- If required, interact with the Ministry of Education, NCERT, other partners on FLN Mission related work at state levels
- Be part of the state-level FLN committees and provide strategic leadership aligned to LLF priorities to drive strategic roadmaps and FLN and MLE-related frameworks.
- Managing in-house and external consultants, like content writers, translators, scriptwriters,

illustrators, proofreaders, etc.

- Ensure high engagement of the donors by sharing monthly progress reports and planning donor visits to the field

#### **Cross-team Learning**

- Coordinate with the academic team, monitoring and evaluation team, course team, etc. to achieve outcomes necessary for the projects in a timely manner
- Create structures and processes to ensure clarity of timelines and deliverables from the other teams

#### **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
- 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

#### **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/1FAIpQLSeAWtqCca\\_Z\\_LIPamnWep0qmDSkU2D4V84LFQ\\_KU6K0iHE1FFw/viewform](https://docs.google.com/forms/d/e/1FAIpQLSeAWtqCca_Z_LIPamnWep0qmDSkU2D4V84LFQ_KU6K0iHE1FFw/viewform)

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