



Recruitment

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.

Name of the position: District Manager

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

Location: Fatehpur, Uttar Pradesh

Position summary:

The District Manager (DM) will report to the Senior Manager (UP Projects) and will work closely with the State Academic Coordinators at State Office, Lucknow, and will be responsible for all aspects of the FLN program in the district. The DM will have Academic Coordinators, District Academic Coordinators, and Block Coordinators reporting to him/her.

Key responsibilities include but are not limited to the following:

- The District Manager will work as a part of the LLF team and will take overall responsibility for the project in both the academic and administrative dimensions. The share of academic work will be 50% (time & effort); administrative 50%.
- Ensure all the outcomes and outputs are achieved as per the timelines in both demonstration block and other blocks of Nuapada/Dhenkanal district

Managing the overall program at the district level

- Develop a detailed activity plan for the district teachers training, school monitoring, DAL (District Academic Leadership) capacity building, school monitoring & CRCCs/BEEO orientation
- Management of all workshops & training for teachers, DAC, CRCCs as per the approved annual plan
- Managing invoices and logistics of all workshops & training in close coordination with DAC & program associate
- Monthly basis review of annual plan and progress of the activities with the DAC and BCs
- Monthly documentation of the program progress along with documentation of key processes
- Need-based support to state and central team in program design, planning & review
- Monthly/Quarterly/Annual reporting of the program activities and share the report with the State Manager
- Ensuring registration/list of participants for a professional course, central events, and other need-based activities.
- Keep track of all activities of the district as per the approved annual plan
- Any other work suggested by State Manager

Monitoring & Evaluation (Data management)

- Manage data of all assessments (Informal, periodic, third party) and share with state manager on a monthly/quarterly basis
- Analyze and interpret the data for review and present to the stakeholders

- Manage & share school monitoring data of the whole district every month
- Keep a record of updated numbers for schools, teachers, enrolment, district/block officials
Create a district master sheet of all data related to the program
- Managing monitoring data of visits by officials & CRCCs

People Management

- Conduct weekly conferences with all block coordinators to review the progress and plan
- Monthly basis meeting with block coordinators in consultation with SAC & state Manager
- In collaboration with SACs organize capacity building sessions for BCs
- Quarterly performance-based one on one with the whole team
- Management of leave & other approvals as per organization policy
- Ensure approval & review of the fortnightly plan by BCs
- Conduct annual appraisal with the DAC

Logistics and invoice management

- Create a checklist for training and workshop management and plan the training as per the checklist
- Orient DAC/BCs on training and review meetings management
- Orient DAC/BCs on invoice management & timely sharing all invoices (training, events & travel) with program associate
- Identify vendors and building long term relationships

Stakeholder Management

- Liaison with a government official regarding project monitoring and mentoring at district levels like BSA, DC-Training, DIET including BEEO and CRCCS
- Work closely with district and block officials, DAL to enhance their understanding of the FLN pedagogy reform and motivate them to do school visits to see best practices.
- Ensure monthly block and district officials review meeting
- Submitting monthly/quarterly/yearly reports to the District education department and State Manager based on the pre-determined objectives
- Ensuring government ownership of the program

School Monitoring

- Ensure observation in schools (10 visits) every month (Non-Negotiable)
- Fill the monitoring format in excel or app of all schools visited
- Update data of monitoring visits by officials

Qualifications, Skills, and Abilities:

- Post-Graduation are equivalent degree required and preferably Management background
- Experience of working in education projects that involve training, material development, and capacity building
- Proficiency in reading and writing in Hindi and English
- Experience of work in early grades /primary education projects is desirable
- 5 – 7 years of experience in project management (preferably education-related programs)
- Experience if working with District administration and education system including is required
- Proficient in MS Office (Excel, Access, Word, PowerPoint, etc.)
- An analytical mindset with problem-solving skills
- Excellent communication and collaboration skills; and fluency in English and Hindi
- Strong interpersonal skills, with experience in building & managing relationships

Desired Qualities:

- Entrepreneurial spirit and 'can-do' attitude and openness to feedback.
- The operating style is suited to working in a small organization setting, where teamwork and resourcefulness are highly valued
- Ability to manage multiple tasks at a time
- Demonstrate a good level of emotional stability, intelligence, & social & self-awareness

Compensation:

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

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

<https://docs.google.com/forms/d/e/1FAIpQLSfD-XSsAt5xXOUdS3jfFW-WQ9tTolyotzGdwsbj9WzAioCSBA/viewform>

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