

Opening: Project Coordinator – FLN Haryana

Location: Panchkula, Haryana

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 programs:

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), academic resource personnel in 7 states, and 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 in areas related to Early Language and Literacy, Academic Support, Multilingual Education, and Foundational Numeracy.

LLF has an MOU with Govt. of Haryana to implement the Foundational Literacy and Numeracy Mission. As part of the FLN implementation coalition in the state, LLF is responsible for providing technical and direct implementation support at the state and district levels. This position is to lead the FLN implementation in 16 districts of Haryana. For successfully implementing the program in 16 districts, LLF is looking for a highly energetic and inspired group of professionals who will change the learning trajectory of the students of the state and create an example that the rest of the country can follow.

Position summary:

The Project Coordinator FLN will report to the Program Manager, of State Programs, or State Manager -Haryana and will be based out of Panchkula, Haryana. The Project Coordinator will be responsible for project coordination of 16 districts (low touch demonstration) project of Haryana state which includes monitoring project plans, schedules, organizing and participating in stakeholder meetings, and ensuring project deadlines are met in a timely manner. This position will closely work with different units in the central team in Delhi as well as the state team in Haryana. The Project Coordinator is a nodal person for work relating to these 16 districts.

Key responsibilities:

- Project Coordinator is the nodal person for the 16 districts FLN project and oversee the FLN program implementation in 16 districts across Haryana
- Coordination with Government stakeholders especially with Project nodal authority on day-to-day basis
- Manage LLF district coordinators across 16 districts.
- Coordinate with district coordinators for FLN implementation and support them in performing their responsibilities
- Prepare and submit progress reports to Government and Donors in prescribed formats as per timelines
- Preparing necessary documentation and presentation materials for meetings
- Ensuring that the project adheres to frameworks and all documentation is maintained appropriately
- Working closely with FLN State academic team
- Assess project risks and issues and provide solutions where applicable
- Liaison and interaction with CSR partners and external stakeholders for reports, meetings etc.

- Any other responsibilities assigned by Manager as per the needs of the organisation.

Qualifications, Skills, and Abilities:

- 5+ years of experience in program management/coordination (preferably working with education focussed programs)
- Proficient in data monitoring and analysis
- Proficient in speaking and writing in English and Hindi
- Ability to work with multiple stakeholders, short turnaround times, and changing goalposts
- Strong familiarity with project management methodologies and best practices

Compensation:

- Remuneration will depend on the candidate's experience levels

Apply:

<https://docs.google.com/forms/d/1rZPRITaxRpwSVB5lpMmdLnPIJDRm0ZqUUyLDJhyWzrA/edit>