

Opening: Associate Director /Sr. Program Manager – State Programs

Location: Delhi

Organizational Overview

LLF was founded in 2015 with a vision to improve foundational learning among all children in government primary schools. We work in partnership with 8 state governments (Chhattisgarh, Haryana, Bihar, Rajasthan, Uttar Pradesh, Gujarat, Assam and Odisha) with support from several CSRs and Foundations like Tata Trusts, HT Parekh, Bill and Melinda Gates Foundation and UNICEF. Recently, LLF has won the prestigious HCL Grant - The Fifth Estate to work towards inclusion of children's home languages in teaching and learning in primary classrooms.

We work in close collaboration with state governments to impact student learning at scale. We have recently concluded an impact bond project in Haryana which has shown outstanding results. We are implementing several other 'pay for results' projects. LLF is scaling its work rapidly in several states. We aim to be working in 50 districts across the country to demonstrate significant improvement in student learning as well as enhance system capability for delivering high quality FLN programs. We need a dynamic professional to help prepare the organization for this huge scaling up and also plan and implement the scaling work in two or more states.

Position summary:

The Associate Director (AD)/ Senior Program Manager (SPM) will be responsible for handling large school-based programs to support FLN initiatives of state governments and will report to the Director-State Programs / Executive Director. The base-location will be Delhi.

Key responsibilities:

A. Program implementation strategies and systems

- Develop/design detailed large scale program implementation strategies
- Identify, recruit suitable human resource for program with support from HR
- Help set up strong M&E, Project MIS, technology support and human resource MIS to help implementation at scale
- Design and implement an M&E system in collaboration with the M&E team for the program, support data collection, and track the progress of these indicators.

B. Program Management

- Serve as a single point of contact for all critical program decisions across state(s)
- Manage stakeholders and lead conversations with senior officials, funders, partners, and state governments toward required outcomes
- Closely track decisions taken, timelines to adhere to, progress made, potential risks and dependencies, and delegate responsibilities accordingly
- Create both strategic and short-term project plans and monitor progress through the use of effective tools and escalation mechanisms

C. Cross-functional support

- Lead collaboration for the program by working with cross-functional teams to ensure adequate back-end support is made available and internal alignment between different departments and initiatives is strengthened
- Support documentation for the programs including monitoring data, developing case studies, and collating evidence about outcomes
- Support review and monitor expenditures and ensure adherence to approved budgets

Qualifications, Skills, and Abilities:

- Post-graduation with 8-15 years of experience in Program management
- Experience of working at scale in a strategic setting
- Ability to work across teams
- Experience in results based/ outcome-based program management will be an added advantage
- Experience of working with the government systems
- Proficient in monitoring and data 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

Apply to:

uddalak.datta@languageandlearningfoundation.org

LLF is an equal opportunity employer. Women and differently abled persons are encouraged to apply