



Position: Program Manager, Strategic Projects

Location: Delhi

Founded in 2012, Central Square Foundation is a non-profit philanthropic foundation working with the vision of ensuring quality school education for all children in India. We are driven by our mission to transform the school education system with a focus on improving the learning outcomes of children, especially from low-income communities.

We believe that effective foundational learning is essential for better learning outcomes for all children in school. Development of foundational literacy and numeracy skills by Class 3 can help children progress to higher levels of learning which is an essential building block for creating equal access to opportunities needed for leading a better life.

In order to achieve this, we partner with individuals and social impact organizations to bring innovative solutions in education, as well as work with the government to drive systemic impact. We also collaborate with the ecosystem to leverage knowledge and create proven tools around critical issues such as early learning, technology in education, classroom instruction methods and governance.

CSF's team members bring a deep sense of commitment and passion towards our collective vision that every child deserves quality education. We strive for excellence in everything we do and collaborate to create an impact as we move closer to achieving our mission. We encourage an entrepreneurial outlook that evokes new and bold ideas along with taking smart risks. CSF provides a dynamic, learning and positive environment that is driven by our strong sense of values.

Position Summary

The role requires high collaborative and stakeholder management skills as one would be dealing with government stakeholders, private vendors and internal teams on a regular basis. The person will not only manage the implementation of the project in a few states but will also act as the face of the project management unit for our tech partners which will involve reports generation, data analysis, product rollout and process changes. The person is also expected to have a sound product understanding (workflows, user management etc.) and hands-on experience on any statistical tool (R, SQL, Python etc.)

Key responsibilities include, but are not limited to:

1. Program Management with Government Stakeholders
 - Consult and project manage state governments on efficient and timely on-ground implementation of the project
 - Investigate use-cases and design interventions of using digital resources for a teachers/ student
 - Manage government stakeholders across hierarchy and departments for the assigned states
2. Product Management
 - Creation and enhancements of public goods in collaboration with tech vendors to create, contextualize and disseminate digital resources across the country
 - Coordinate with tech partners to carve and rollout product and process changes
 - Disseminate product and process changes to the larger project management unit
3. Data Analysis and Support
 - Collaborate with internal teams, and the tech vendors, to collate and synthesize data requirements aiding on-ground implementation of tech-interventions
 - Assist and train project management unit on reports, data analysis and dissemination of reports
 - Analyze data to generate insights, design programs and drive action to increase usage of digital resources in the states

Required Qualifications, Skills and Abilities

- Strong academic background from a reputed institute
- 4 to 5 years of work experience; experience in the education sector would be a plus
- Excellent written and verbal communication skills
- Hands-on experience in data-analysis (hands-on experience on any statistical tool is desired), operations and project management (experience in a B2C tech company is a plus)
- Excellent people and project leadership skills, including ability to manage multiple projects at a time and maturity to influence multiple internal and external stakeholders
- Willingness to adapt to dynamic nature of work and travel to project locations

**Desired Qualities**

- Entrepreneurial spirit and 'can-do' attitude
- Operating style suited to working in a small-organization setting, where teamwork and resourcefulness are highly valued

Compensation

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

Apply

Interested candidates can click on the [Application Form](#) and fill the required details in the form.