Position: Project Associate/ Manager, State Reform  
Location: New Delhi

Founded in 2012, Central Square Foundation (CSF) is a philanthropic foundation working on 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 learning outcomes of children, especially from low-income communities.

We believe that ensuring Universal, Early, Conceptual and Procedural Mastery of Foundational Skills is absolutely essential for the overall success of the education system. 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 collaborate with the ecosystem to leverage knowledge, build evidence and create proven tools around critical issues such as early learning, EdTech, classroom instruction methods and governance.

We also support exceptional social entrepreneurs with powerful ideas, undertake application-oriented research, provide a platform for sharing of innovation, and collaborate with other stakeholders in the ecosystem to find policy solutions - all towards enabling sustained change in India’s educational system.

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 team works in collaboration with State Education Departments to bring reform by implementing large-scale system-led projects with the goal of improving student learning outcomes. Our team supports the State to design and implement an integrated program which encompasses multiple critical aspects of a reform process ranging from building effective classroom pedagogy to working with the state to build salience and necessary state capacity to deliver FLN at scale, while also strengthening governance and other key enablers that are critical for the reform.

CSF is looking for a Project Associate/Manager to drive one or more CSF state programs under the guidance of the Senior Project Lead. S/he will be contributing to the success of the FLN reform in that state by ensuring seamless collaboration among coalition partners, strong coordination with the Government and other critical stakeholders, effective team
management and high-quality program design and delivery. The role requires regular interaction with senior government officials, national and international researchers, agencies and having a macro-overview of the entire State machinery.

**Key responsibilities include, but are not limited to**

- Support diagnostics to assess the status-quo of foundational-learning quality in government schools and use insights to build salience in the state
- Facilitate co-design of program interventions in collaboration with partners and the state
- Manage program timelines and deliverables for effective implementation by setting up project management processes and guidelines
- Identify bottlenecks and weaknesses, wherever applicable, and devise strategies and solutions
- Drive adoption of CSF knowledge products in states by piloting innovations within state programs
- Coordinate with external stakeholders (NGOs, experts, other States). Facilitate conversations, setup partnerships, drive coordination and alignment between different interventions and partners
- Work closely with the senior bureaucrats at the State level and members of the Education Department. The Project Associate/Manager will be assisted by CSF’s issue teams, other partners in our network and national/ international experts and advisors

**Required Qualifications, Skills and Abilities**

- Bachelors and/or Master’s degree from a reputed institute in relevant fields, including management, economics, engineering and public policy
- 1-4 years of project management or delivery experience in a demanding corporate or non-profit workplace and influencing multiple stakeholders
- Excellent problem-solving and strategic thinking skills
- Strong action-bias, influencing & communication skills - ability to communicate complex ideas in a meaningful way, develop crisp presentations, facilitate conflicting points of view, drive collective decision-making
- Excellent people and project delivery skills, including ability to create project plans, drive execution, manage multiple tasks at a time
- Entrepreneurial spirit and ‘can-do’ attitude & hands-on operating style suited to working in a small organization setting, where teamwork and resourcefulness are highly valued
- Willingness to adapt to dynamic nature of work and travel
- Prior exposure to either the consulting, development sector or education sector is desirable.
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.