Position: Project Manager - Madhya Pradesh FLN Reform  
Location: Bhopal

Founded in 2012, Central Square Foundation (CSF) is a non-profit 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**

We work in collaboration with State Education Departments to bring reform by implementing large-scale system-led projects, with the goal of improving foundational learning (FLN) outcomes in students. Our team supports the State to design and implement an integrated program which encompasses multiple aspects of a reform process - ranging from designing effective classroom pedagogy to building salience and state capacity to deliver FLN at scale, while also strengthening governance and other critical enablers. CSF has partnered with the Education Department of Madhya Pradesh on a long-term engagement for system reform and a demonstration program in selected districts.

**The Project Manager will oversee program implementation and operations across 3 districts (Bhopal, Sehore, Shajapur) and lead the agenda of Foundational Literacy and Numeracy (FLN) improvement.** S/he will be responsible for coordination,
development, and reporting of interventions in the selected districts and also serve as the main point of contact for the local government officials in relation to program implementation and monitoring in the 3 districts.

Project Manager will have 2 District Leads reporting to him/her. S/he will work in close collaboration with the State Head and District, Block staff members. This position will involve frequent travel to field locations as well as regular interaction with education officials, school administrators, teachers and students.

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

**District Implementation**

- Directly oversee the implementation of FLN program in one district (Bhopal), including supervising of District Leads, tracking of program activities, analysing information and reporting progress
- Manage program implementation in the 3 districts in coordination with district and block staffs, ensuring timely, efficient, and well-coordinated implementation, adhering to the program and budget guidelines
- Regular visits to program schools alone and with key government officials from block/district/state level, observe Classroom Instruction, Library Management, interact with Teachers and Head Teachers and supervise the functioning of the District Leads and FLN (Block) Specialists.
- Provide operational leadership including the receipt of necessary approvals for organising different online and offline trainings organized for teachers, field staff etc as per the plan
- Ensure that program schools are monitored as per guidelines and the field staff perform their job effectively
- Develop and ensure proper implementation of community engagement plans
- Coordinate implementation of various program innovations across selected districts
- Support in any program assessments, as required

**Planning and Budgeting**

- Develop annual program plans in consultation with project staff and ensure that the timelines are adhered to
- Assist in preparing annual budget for the project
- Support in strategic planning and advocacy, including sustainability planning and future expansion decisions
Government Liaison

- Provide operational oversight to district level officials and support them in their coaching and communication with government teachers and schools. Identify gaps in their capabilities and plan for their capacity building in discussion with the team.
- Attend government meetings, discussions and committees on Foundational literacy and Numeracy (FLN) and leverage those forums to advocate for enabling government policies and orders to support the program.
- Represent the FLN team in different forums and advocate the importance of reading, numeracy and need for libraries in the schools.
- Regularly interact with the Government officials and explore opportunities for systemic integration in the innovation districts.
- Regularly interact and engage with government counterparts to build awareness and understanding on the FLN reform approach.
- Manage relationships with school, community and government counterparts in their jurisdiction and respond to issues that may arise in these relationships.

Program review

- Organise, lead and track progress of implementation through regular review meetings and field visits; flag off deviations and delays at the earliest.
- Attend review meetings at the national and state level and provide reflective feedback on program implementation and design issues.
- Act as the catalyst for adapting innovative ideas and practices from the national level (or from other states) on to the field.

Program Reporting

- Ensure effective utilization of program budget through proper planning and tracking of planned activities. Ensure that financial and procurement norms are adhered to and efforts are made to reduce cost to the extent possible, without compromising on the quality.
- Prepare cash advance, settlement, and reimbursement for program activities.
- Assist in preparing all programmatic and financial reports as required.

Team recruitment and performance review

- Assist in District and Block team recruitment.
- Provide operational oversight to the District Leads and support them in communication with government officials and schools. Identify gaps in the operational capabilities and plan for their capacity building in discussion with the team.
● Conduct annual performance reviews of the team.

Others

● Develop a thorough understanding of Foundational Literacy and Numeracy - program design
● Participate in any other activities which may be required to fulfil the objectives of the FLN initiatives
● Stay updated regarding the changing trends and any new state level policies, programmes, or interventions in FLN, as announced by the government or non-profit organizations

Required Qualifications, Skills and Abilities

● Master’s degree in education / management / social sciences or equivalent
● Minimum 5 years of relevant work experience in education sector
● Knowledge of Foundational Literacy and Numeracy practices and approaches
● Fluency in Hindi and English is a mandatory requirement
● Proven track record of program implementation and team management is crucial
● Prior experience in working effectively with the government education systems and communities is required
● Open to travel regularly to project sites in remote locations

Desired Qualities

● Entrepreneurial spirit and ‘can-do’ attitude
● Critical thinking and analytical skills
● Outcome-oriented and thrives in a team environment
● Ability to adapt to emerging situations and multitask efficiently
● Manage professional relationships with people from diverse backgrounds
● Excellent management skills including attention to detail and multitasking skills

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 in the required details.