

Project Coordinator- Agartala, Tripura

Background:

Sterlite EdIndia Foundation (EdIndia) is a non-profit organization with the aim to enhance the quality of education in India. We empower teachers, administrators, and communities to enhance the classroom learning experience by leveraging technology and data analytics. Our strong understanding of grassroots challenges helps us in designing innovative tools, solutions, and frameworks to improve the educational landscape in the country. It has been provided incubation support by Sterlite Power Transmission Limited and its group companies.

Our Vision: Every child in the country has access to quality education.

Our Mission: To engage with educational ecosystem - teachers, future teachers, administrators, and community- with tech innovations, content, skills, and analytics to provide quality learning experience to children

We realize our vision and mission through the following key initiatives:

- 1. Teacher Education Program:** Preparing teachers of the future by building the capacity of pre-service and in-service teachers. This includes private B.Ed institutes, District Institutes of Education and Training (DIETs), district-level officials.
 - 2. Data Analytics Support Program:** Driving a culture of data-driven decision-making in the public education system
 - 3. Community Empowerment Program:** Empowering the parents and communities to become active stakeholders in their children's learning journey
- We are currently present in six states of India- Maharashtra, Rajasthan, Chhattisgarh, Tripura, Uttarakhand, and Arunachal Pradesh.

As part of its scale-up plans, EdIndia is expanding its team and is seeking to recruit a Project Coordinator who will be based in **Agartala, Tripura**.

Job Description and Responsibilities

It is a full-time position with probation for an initial period of 6 months. S/he will be responsible for the fulfilment of all kinds of program requirements.

Key tasks being:

- Report to the State Head and manage the delivery of project results tagged to capacity building and mentoring of the teachers through event-based and regular on-site support mechanisms.
- Provide on-site academic support to the teachers of selected government schools and colleges on a day-to-day basis.
- Provide support to faculty in teacher education institutes (TEIs) to facilitate the learning journey of pre-service student teachers

- Mentor both the schools and TEIs to undertake various events and competitions to reinforce learning and develop life skills.
- Mentor the volunteers to support community support programs to enable the parents and community members to be part of the learning journey of their children.
- In coordination with the academic team, provide academic support to other field team members; design, develop, and execute M&E measures, and develop quality content as per the requirement of the program.
- Work closely with district and block officials of the Department of Education.
- Other key responsibilities shall include but are not limited to; Stakeholder management and coordination, Teacher capacity building, and Vendor liaison.

You could be a good match if you possess:

- Communicating Information Effectively: Communicates in writing and speaking clearly and persuasively, in English and Hindi.
- Practicing Innovation and Change: Has a penchant to develop innovative ways to improve delivery, optimize costs, and improve strategy and engagement.
- Building Collaborative Relationships: Works cooperatively and effectively with others in a non-hierarchical setting to establish goals, resolve problems, and make decisions that enhance Project Delivery. Manages complexity and drive for results.
- Achieving Quality Results: Sets priorities, develops a work schedule, monitors progress toward goals, and tracks details/data/information/activities.
- Facilitation skills to empower the teachers (through in-service teacher training program) and pre-service student teachers (through pre-service teacher training program).
- Strong planning and negotiation skills, comfort with numbers, and the ability to effectively document processes and use technological tools.
- Additionally, this role requires extensive travel, so one should be open to traveling frequently.
- A research-minded approach and experience in content development are also desirable.

Qualifications:

- A masters in the relevant field of Social Development/Education and experience in working with Government schools is preferred.
- Exposure and experience working in Maths/Science/English subjects at the Elementary level
- Exposure to leveraging technology in educational interventions.
- Experience in conducting participative capacity-building programs for teachers.
- Hands-on computer skills, including MS Office. Familiarity with technology would be a plus.
- Minimum 6 years of experience closely working in the education system.

Number of Position(s): 1

Location: Agartala, Tripura.

In case you are interested please click to apply at - <https://forms.gle/46v3VkJDvqT7hL73f9>