

## Job Description: Project Manager (Only Female)

**Nature of employment:** Full-time

**Reporting to:** (Sr.) Programme Manager

**Location:** Raipur, Chhattisgarh

### About Peepul

Peepul is an education-focused non-profit organisation committed to transforming India's education system and enabling every child to reach their full potential. We work closely with national, state, and local governments to transform government schools and government systems. Currently, we work with governments in Delhi and Madhya Pradesh to meaningfully have an impact across ~325,000 teachers and 9.75 million+ students across 100,000+ schools.

At Peepul, we collaborate with school systems to build the capacity of leaders, teachers, and institutions. We advocate for policy improvements, support mentoring and monitoring, and enhance student-teacher engagement in classrooms. Our work has been recognised internationally, including receiving the Commonwealth Education Awards for Innovation and being featured in reports by respected organisations like the UN and the National Ministry of Education, India, and we are well-funded by both Indian CSR and prominent international Foundations working toward a common purpose of excellent education for the most disadvantaged sections of society.

Driven by our core values of impact, excellence, and leadership, we are a restless, resilient, and reflective organisations. Our team of 160 employees is passionate about creating lasting change and is rewarded competitively for their dedication. Join us in our mission to create a world where every child has equal access to high-quality education. Learn more about our transformative work at <http://peepulindia.org>.

### Programme Overview

Peepul is providing support to the Department of Public Instruction, Government of Chhattisgarh, through a World Bank funded 3-year project.

The project aims to enhance educational outcomes with supplementary financial support and improve the quality of education at the foundational, secondary, and senior secondary levels of schooling.

Under the results Area 'Decentralized school development and management for efficient and effective operation' and 'School leadership development', Peepul will support in developing and providing in-service academic and administrative leadership training to school principals, head teachers, CRCs, BRCs, DEOs, BEOs, Principals of DIETs, IASE and CTE

with special emphasis on Educational Policy & Planning, Conflict Resolution, Disaster Risk Management (DRM) and School-Related Gender Based Violence (SRGBV).

Peepul will support to develop a School Performance Evaluation (a school social audit tool) that the communities will use via school management committees to provide periodic feedback on the performance and operations of select model schools, envisioned to be scaled up to more Government schools in the state.

## Scope of Work

The end-state vision for this 3-year transformation project has three key objectives:

- a. Creating **SIEMAT as a vibrant institution** and high-functioning mid-level officials that strongly support school leadership in the state.
- b. Creating **highly skilled and motivated school leaders** who enable teachers, parents and students to perform and achieve meaningful teaching-learning in schools.
- c. Creating a **regularly functioning School Social Audit Tool** as a strong community-driven accountability mechanism (via the School Management Committee) to provide insights on strengths and improvement areas for continuous improvement of schools and the school leadership in the state.

## About the role

The role of the Project Manager is critical to the success of the continued partnership with the Government of Chhattisgarh towards achieving quality education for all and to Peepul's strategic objective of supporting quality improvement in the public school system in India. The Project Manager will be an excellent team player who will independently lead and drive the design and delivery of interventions towards the support and accountability of teachers and academic officials of the state.

Responsibilities would include (including but not limited to):

- **Programme Coordination and Stakeholder Engagement**
  - Collaborate closely with the Programme Manager to coordinate programme activities, meetings, and events.
  - Conduct assessment of SIEMAT (through Interviews, survey, FGDs with stakeholders).
  - Assist in tracking programme progress, milestones, and deadlines.
  - Work with the team to ensure smooth execution of capacity building training programs and workshops for SIEMAT staff, and district and block level functionaries (CRCs, BRCs, DEOs, BEOs, Principals of DIETs, IASE and CTE)
  - Contribute to building and maintaining positive relationships with government officials, educational institutions, and other stakeholders.

- Participate in meetings and communication with external partners as directed.
- **School Leadership Capacity Building:**
  - Support Programme Manager in developing and implementing the School Leader Competency Development Framework.
  - Create materials and resources for the capacity building training programs.
  - Coordinate the planning and training of the Midlevels, SMCs, SDMCs, School Principals and Head Teachers based on the competency framework.
- **To manage best-in-class project implementation to ensure impact**
  - Plan and sequence the implementation of programme interventions in close coordination with the Project Coordination team and subject experts
  - Create effective work planning systems to ensure work remains on track and effectively prioritised, including regular work reviews to keep the project on track
  - Potentially manage 1-2 associates and provide guidance/review on their deliverables
  - Work with in-house M&E team and external experts to develop appropriate project evaluation tools
- **To be a strong team collaborator, manage cross-functional relationships and engage effectively with key government stakeholders**
  - Foster a positive and collaborative culture of trust and high expectations in the team
  - Develop and maintain strong operational relationships with government partners, putting in place mechanisms to support collaboration and cross-organisational working
  - Design and build effective, fully aligned partnerships with other education non-profits and agencies, to leverage external expertise and resources where appropriate
  - Build capacity within government teams to ensure ongoing, sustainable organisational self-improvement after the formal end of the project

### **Qualifications and Role Requirements:**

At Peepul, we seek talented professionals passionate about driving educational transformation and making a positive impact. We are looking for individuals who possess the following qualifications and meet the role requirements:

- **Educational Background:** A post-graduate degree or equivalent in management studies or social sciences or related discipline is highly preferred.
- **Work Experience:** We value both professional and personal experience. We value both professional and personal experience. Candidates must have 4-6 years of relevant

experience in the management of initiatives in school systems and school management strengthening, and relevant experience in leading at least three large scale system level projects in school systems and school management strengthening.

- **Other Skills:** Strong project management skills, including planning, implementation, and evaluation of interventions.
- **Language Proficiency:** English and Hindi

### How to apply

To apply for a position, click on the application link [here](#).

You will be required to upload:

- **Your CV:** Please ensure that your CV provides relevant information about your professional and personal experience and details of your academic qualifications. CVs can be one to two pages in length.
- **A cover letter:** We highly encourage you to use your cover letter to showcase your specific interest in working for Peepul and demonstrate how your qualifications align with the role you are applying for. A tailored cover letter holds significant importance in Peepul's recruitment process as it enables us to comprehend your motivations for the position, your relevant skills, and the clarity of your writing.

For any further queries related to our hiring process and timelines, please contact us at [recruitment@peepulindia.org](mailto:recruitment@peepulindia.org).