



## About Peepul

Peepul is an education-focused non-profit. **We dream and work towards creating an education system in India that enables 'every child to realize their potential.'**

We work closely with governments at the national, state, and local levels to transform government schools and government systems. The poorest children in India study in government schools and too many of them are falling through the cracks. We are determined to ensure that they receive a high-quality education to help them succeed in life.

We are restless, resilient, and reflective. We aim high, we innovate, we work smart, we work as a team, and we use rigorous research to inform our work.

**Website:** <http://peepulindia.org/>

## Job Description: Project Coordinator

**Reports to:** Programme Manager  
**Location:** Madhya Pradesh (Alirajpur)  
**Start date:** Immediate  
**Salary:** Commensurate with experience

### Role Context

The Indian School Education System is one of the largest in the world having 15 lakh+ schools, 97 lakh+ teachers, 26 crore+ students. The National Education Policy 2020 aims to address the many growing developmental imperatives of our country and bring transformative changes in education.

Based on the results of National Achievement Survey (NAS) 2017, the Ministry of Education (MoE) has identified 8 districts that need focused support and interventions, especially towards Foundational Literacy and Numeracy (FLN) objectives laid under NIPUN BHARAT.

Alirajpur (Madhya Pradesh) is one of these 8 districts. Under 'Mission Education' the MoE and the School Education Department, Govt. of Madhya Pradesh (GoMP) are working together to ensure the required support and interventions are delivered in the district leading to desired outcomes.



This Mission proposes to ensure time bound achievement of the goals and outcomes envisaged in the programme for the identified low performing districts and ensure their sustainability through systemic improvements.

Targeted approach has been adopted to provide specific interventions to achieve the objective in stipulated time period of one year i.e. January 2022- March 2023. Existing resources along with new resources being proposed in Samagra Shiksha 2022-23 will be utilised to obtain this objective.

Peepul will play the role of an implementation partner in the district, supporting the stakeholders on ground with Teachers' professional Development.

Peepul's team in the district will be engaging with a diverse set of government, non-government and community level stakeholders to ensure success of this programme.

## **Role Description**

The role of the **Project Coordinator** is critical to the achievements of the **Mission Education** in Alirajpur and Peepul's commitment to the government in making this mission a success. This is therefore an exciting opportunity for a highly motivated individual to play a key role in a reform initiative with enormous potential impact.

To enable the programme's success, the project coordinator will coordinate, communicate and rapidly roll-out our support to reach all the mission goals in the district.

The Project Coordinator will be an excellent executor who will independently lead and drive program implementation on the ground acting as a support for teachers and academic officials of the district. The ideal candidate should be able to support and influence stakeholders through excellent communication skills and work towards building sustainable relationships with multiple levels in the education system.

## **Key responsibilities**

### **Supporting in timely implementation of programs with quality**

- Managing on-ground execution for Mission Education priorities in the district
- Frequently visiting blocks/clusters/schools to oversee program implementation and identify areas of support.
- Providing timely support to field officials and teachers towards understanding and engaging with Mission Education
- Understanding and navigating the education administration of the district to enable impact



- Capture and communicate feedback from ground to enable strengthening of programme design and implementation
- Owning and delivering on critical parts of programme implementation
- Conducting sessions, trainings, webinars with district and block officials on strengthening their programme understanding and/or supporting with implementing various interventions.
- Creating mechanisms for increasing impact (e.g., coaching district, block and cluster level officials on programme implementation)

### **Managing relationships with government officials and other stakeholders**

- Building and managing relationships with government officials across levels (school, cluster, block, district) to enable success of the programme
- Integrating with and understanding the lives of government teachers and officials deeply, to identify pain points

### **Widening and deepening Peepul's understanding of field realities and activities**

- Providing insight into other programmes and initiatives ongoing at the state and district level
- Building and sharing a strong understanding of historical and current government programmes
- Develop and maintain effective feedback mechanism to ensure and support evidence-based planning and decision making.

### **Person Specification**

#### **Experience:**

- Should have at least a bachelor's degree, preferably in social work or Education, Candidates with Master's in Social Work will be given preference.
- At least 3 years of total work experience, preferably in working with government programmes or large-scale education projects
- Experience of having worked on Foundational literacy, classroom observation and feedback, project implementation, capacity building and stakeholder management in previous projects
- Should have a good knowledge of local contextual issues, organizational relationships, social and cultural constraints, Right to Education
- Should have excellent oral and written abilities in Hindi and English
- Should have two-wheeler to visit the field and a valid driving license



- Should have good knowledge of Microsoft Office Suite especially MS PowerPoint, MS Word, and MS Excel.

**Behaviours:**

- Ability to build strong and sustainable relationships across all stakeholders.
- Flexible and adaptable style, responding positively to changing demands
- Strong interpersonal, written, and oral communication skills
- Genuine passion and a belief in the potential of every student
- Commitment to the safeguarding and welfare of all

**Recruitment Process**

To apply, please send a copy of your resume along with a covering letter explaining why you are interested in applying for the role, to **recruitment@peepulindia.org** with a cc to **nivedita.gupta@peepulindia.org**, ensuring you specify the role you are applying for in the subject line of the e-mail. Please include the details of at least two referees within your application.

**Selection**

The selection process will involve written tests/assignment and interviews with the senior management team of the organization.

**Reference checking & Probation**

As you will be working with children this role will be subject to enhanced background checks. Additionally, all new staff will be subject to a probation period of three months.