

Job Description: Project Coordinator - CM Rise Teacher Professional Development

Nature of employment: Full-time

Reporting to: Programme Manager

Location: Khargone, Madhya Pradesh

About Peepul

Peepul is an education-focused non-profit organization 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 recognized internationally, including receiving the Commonwealth Education Awards for Innovation and being featured in reports by respected organizations 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 organizations. 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 has been partnering with the School Education Department, Govt of Madhya Pradesh, for multiple years now. Working closely with the state bureaucratic leadership, Peepul has played a meaningful role in strengthening the education system of the state. The partnership has been a successful one – with national and international recognition of the work. One of the flagship programmes of the state we are co-leading is the **CM Rise Teacher Professional Development programme**. This international award-winning programme looks to strengthen the training, coaching and performance management of the ~300,000 teachers across the state.

About the role

The Project Coordinator at Peepul is purpose-driven, understanding the organization's values and the significance of their work. They embrace diverse perspectives, take ownership of deliverables, and work efficiently with minimal guidance. Their entrepreneurial mindset drives them to seek greater responsibility and contribute to organization-building activities. They possess extensive knowledge of the Indian education system, actively shaping best practices and maintaining clear communication. As supportive team players, they foster a positive team climate through active listening and self-motivation.

Responsibilities would include (including but not limited to):

Supporting timely, quality program implementation:

- Managing on-ground execution of Peepul's government programs.
- Regularly visiting districts, blocks, and schools to oversee implementation and identify areas needing support.
- Assisting field officials and teachers in engaging with Peepul's programs.
- Understanding and navigating state education administration for effective impact.
- Gathering and relaying ground feedback to enhance program design and implementation.
- Taking ownership of crucial program components.
- Conducting sessions, trainings, and webinars with officials to enhance their understanding and implementation of state-level interventions.

Managing relationships with stakeholders:

- Building relationships with government officials at all levels to ensure program success.
- Immersing in the lives of government teachers and officials to identify challenges.

Enhancing Peepul's understanding of field realities:

- Providing insights into other state and district programs.
- Developing a strong grasp of past and present government initiatives.
- Establishing effective feedback mechanisms for evidence-based planning and decision-making.

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 relevant educational background in Education or Social Work related disciplines is highly preferred.
- **Work Experience:** We value both professional and personal experience. Candidates with 2-4 years of experience working in the education sector, preferably in a role involving project management and implementation of education initiatives in India with government programs or large-scale education projects. Experience of having worked on project implementation, capacity building and stakeholder management in previous projects is also preferred.
- **Other Skills:** Candidates should have a good knowledge of local contextual issues, organizational relationships, social and cultural constraints, Right to Education along with strong communication skills. Also, good knowledge of Microsoft Office Suite especially MS PowerPoint, MS Word, and MS Excel.
- **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.

The last date for the submission of the application is November 2023.