



**Vibha
India**

Educate, Empower and Enable every individual that wishes to make a positive difference in the life of an underprivileged child

Correspondence Address: 37/81, Varthur Main Road, Thubarahalli, Bangalore 560066

Job Title: Program Associate

Location: New Delhi

Reporting To: Program Manager/State Lead

Experience: 2-4 years

About the Project

The Vibha -Delhi Program Management Unit (PMU) works with MCD and NDMC schools to strengthen public education systems. The program focuses on Foundational Literacy and Numeracy (FLN), teacher trainings and capacity building, inclusive education, academic content development, and system strengthening, aligned with the National Education Policy (NEP) 2020, NIPUN Bharat Mission, and SCERT/NCERT frameworks.

Role Summary

Vibha is hiring **two Program Associates** to support planning, coordination, and on-ground implementation of education initiatives under the Delhi PMU. The role involves close collaboration with government stakeholders, schools, academic partners, and internal teams, contributing across **FLN implementation, teacher trainings, inclusive education, content development, data collection, and program operations**.

Program Associates are expected to work flexibly and support **any work required for the effective functioning of the Delhi PMU Team**, based on evolving program needs.

Key Responsibilities

- Support implementation and monitoring of **FLN interventions** in foundational grades.
- Assist in planning and coordination of **teacher trainings**, workshops, refresher sessions, and academic review meetings.
- Support **inclusive education initiatives** for Children with Special Needs (CWSN).
- Assist in development and adaptation of **academic content** (Hindi, English, Mathematics), including worksheets, assessments, teacher guides, and training materials.
- Support **data collection, basic analysis, documentation, and reporting** for program monitoring.
- Coordinate with **MCD/NDMC officials, school leaders, academic partners**, and internal Vibha teams.
- Provide logistical, administrative, and operational support to PMU activities.
- Take up **additional responsibilities as required** for smooth PMU functioning.

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Qualifications & Skills

- Bachelor's degree with **2–4 years** of experience in education, project coordination, or social sector roles.
- Familiarity with **NEP 2020, FLN, teacher training processes**, and public-school systems preferred.
- Strong coordination, documentation, and communication skills.
- Proficiency in basic data handling.
- Ability to work in a fast-paced, government-facing environment.

Why Join Vibha?

- Opportunity to contribute to **system-level education reform** aligned with NEP 2020.
- Hands-on experience in **large-scale teacher training and foundational learning initiatives**.
- Collaborative, mission-driven work environment.