

Position Title: District Program Manager (DPM) – Foundational Literacy and Numeracy (FLN)

Location: District of Bihar

Reporting to: State Manager

Travel: Frequent travel across blocks within the district

About LLF

[Language and Learning Foundation \(LLF\)](#) is a New Delhi-based non-profit organisation with the vision of enhancing equitable student learning, especially language and literacy development, through professional development of teachers and teacher educators, building/sharing knowledge and implementing projects in collaboration with state governments. LLF is a system-focused and impact-driven organization dedicated to addressing the foundational learning crisis in collaboration with the national and state governments in India. Over the past 8 years, we have improved foundational learning outcomes of 850,000+ children and classroom processes of 2,50,000+ teachers and teacher educators across 8 states. LLF currently works with 8 state governments across the country.

Position Overview

The District Program Manager (DPM) will play a pivotal role in supporting the implementation of the Foundational Literacy and Numeracy (FLN) program across all blocks of the assigned district in Bihar. The DPM will support the academic and operational aspects of the program, ensuring alignment with the state's FLN priorities, NIPUN Bharat goals, and Samagra Shiksha priorities. The role will require close coordination with the District Education Officer (DEO), District Institute of Education and Training (DIET), Block Education Officers (BEOs), and other relevant stakeholders to facilitate effective implementation at the district and block levels.

The DPM will **provide guidance and support to a team of District Academic Coordinators (DACs) and Block Academic Coordinators (BACs)** and will be responsible for coordinating district-level planning, implementation, monitoring, review, and stakeholder engagement.

Key Roles and Responsibilities

Program Management

- Lead the implementation of district-level FLN program goals in alignment with annual work plans and timelines.
- Develop detailed activity, training, and support plans for DIET, DRG, BRG, Head Teachers, and teachers.
- Coordinate with DAC/BACs to plan and execute district- and block-level trainings, workshops, and review meetings.

- Oversee logistics management, including vendor coordination and invoicing in collaboration with finance and admin teams.
- Conduct monthly team reviews and submit comprehensive progress reports to the Project Lead.
- Maintain updated documentation of implementation processes, achievements, challenges, and improvements.

Monitoring & Evaluation

- Oversee data collection and reporting from classroom observations, teacher assessments, and learning outcome reviews.
- Strengthen monitoring and feedback systems through regular field reviews to ensure quality implementation.
- Analyze data at school, block, and district levels to identify trends, challenges, and improvement opportunities, and share insights with district/state teams.
- Ensure timely submission of monitoring data, monthly reports, and updated school/teacher records.
- Facilitate data-driven review meetings and support state teams in addressing program gaps.
- Document best practices and lessons learned to promote cross-team knowledge sharing.

People Management

- Provide leadership, mentoring, and on-ground support to District and Block Academic Coordinators and other team members.
- Conduct weekly check-ins and monthly performance reviews to enhance accountability.
- Plan and facilitate capacity-building sessions in collaboration with State Academic Coordinators.
- Lead quarterly performance appraisals and manage team leave and approvals as per organizational policies.
- Cultivate a collaborative, learning-oriented, and performance-driven team environment.

Stakeholder Management

- Build and sustain strong relationships with district and block education officials, including DM, CDO, DEO, DIET Principal, DRG, BRGs, and BEOs.
- Facilitate joint review meetings with government officials to track FLN program progress and action points.
- Represent the organization in official district-level meetings and workshops.
- Support officials and DRG, BRG and DIET in strengthening understanding and implementation of FLN pedagogy.
- Promote government ownership for long-term sustainability of the program.

Financial Management & Reporting

- Lead monthly and quarterly financial tracking at district and block levels, ensuring accuracy and compliance.

- Coordinate with Finance and Admin teams for timely budget utilization, re-appropriations, and vendor payments.
- Prepare consolidated financial reports for internal and donor requirements.

Project-Based Data Review & Management

- Maintain robust data systems to track project progress, outputs, and outcomes across districts and blocks.
- Conduct data quality checks and ensure timely updates from field teams.
- Analyze project data to highlight trends, implementation gaps, and opportunities for course correction.

Travel, Field Review & Cross-Team Coordination

- Undertake frequent field visits across blocks and districts to monitor program implementation and document field insights.
- Facilitate regular review meetings with officials to ensure alignment with program objectives.
- Coordinate consistently with the central team for reporting, planning, and strategic decision-making.

School Monitoring

- Conduct a minimum of 12-15 school visits per month (mandatory).
- Observe classroom practices, teacher facilitation, and student learning progress.
- Fill structured monitoring tools and share findings with district and state teams.
- Track and report monitoring visits conducted by officials, DIET, DRG, and BRGs.

Administrative and Logistical Management

- Support identification and empanelment of local vendors for printing, logistics, and event support.
- Use and maintain checklists to ensure smooth execution of training and review meetings.
- Ensure completion of financial documentation, invoice approvals, and payment processes.
- Manage and maintain stock of all program materials at the district level.

Other Responsibilities

- Undertake additional tasks assigned by the line manager based on program needs.

Educational Qualifications and Experience

Qualifications:

- Postgraduate degrees in Social Work, Education, Management, or related fields.

Experience:

- 6–8 years of experience in project management, preferably in education or government partnership programs.

- Experience working with the district education administration (CDO, DEO, DIET, BEOs, etc.) is essential.
- Prior experience managing teams and implementing capacity-building programs preferred.

Skills and Competencies

- Strong written and verbal communication in **Hindi and English**.
- Proficiency in **MS Office Suite (Excel, Word, PowerPoint)** and data analysis tools.
- Strong interpersonal and stakeholder management skills.
- Excellent organizational and planning abilities.
- Analytical and problem-solving skills with an eye for detail.
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Personal Attributes

- Self-motivated and proactive with a sense of accountability.
- Demonstrates emotional stability, empathy, and teamwork.
- Flexible and adaptable to evolving program needs.
- Committed to improving learning outcomes for children in government schools.

Compensation: Competitive as per the sector's standards.

The Language and Learning Foundation (LLF) is an equal opportunity employer and does not discriminate against any applicant, employee, or volunteer on any basis. Women and persons with disabilities are strongly encouraged to apply.