

## BERNARD VAN LEER FOUNDATION JOB DESCRIPTION

### BASIC INFORMATION

**Position:** Programme Support Officer India  
**Team:** Programme  
**Reports to:** Country Representative India  
**Based in:** Mumbai, India  
**Date:** 26 March 2018



### PURPOSE

At the Bernard van Leer Foundation, we believe that giving all children a good start in life is both the right thing to do and the best way to build healthy, prosperous and creative societies.

We are a private foundation focused on developing and sharing knowledge about what works in early childhood development. We provide financial support and expertise to partners in government, civil society and business to help test and scale effective services for young children and families.

### THE POSITION

The Programme Support Officer performs logistical, coordinating, and administrative tasks and will support the Country Representative India working on programmes in India. He/she will address the need to support the India Representative in her efforts of establishing networks and monitor key developments in the country, in addition to maintaining daily operations.

The position does not have a representative role and thus should be carried out in collaboration and under supervision of the Country Representative. The position will cover the following tasks and responsibilities:

### PRINCIPAL RESPONSIBILITIES AND TASKS

- Maintains the India Country Representative's agenda, including scheduling phone calls, meetings, and travel
- Drafts correspondence from the Country Representative
- Processes expenses, invoices, and other financial documentation
- Assists in coordination of work with external suppliers and consultants
- Assists the Country Representative in organising key meetings with external stakeholders, write summaries and assist with follow up
- Assists in the planning, logistics, and implementation of technical meetings, events, and travel with partners and third parties
- Supports Country Representative in ongoing monitoring, tracking, and evaluation of Foundation programmes and partnerships in India
- Assists Country Representative in capturing and sharing knowledge on India programmes within the Foundation and externally, including synthesis of a wide range of data and policy-related material

- Provides editing and formatting support for India office communications, including external communication and (online) strategy campaigns
- Coordinates online and offline content development, PowerPoint presentations, social media, localisation and translations
- Conducts web-based research tasks and summarize findings upon request
- Collects, analyses, and disseminates international research inside and outside of the Foundation, as requested
- Participates in ad hoc flexible working teams on topics relevant to the entire organisation (for instance all staff meetings, knowledge sharing, capacity building initiatives)

## PROFESSIONAL CONTACTS

**Inside the Foundation:** Country Representative India, Programme Administrator BVL

**Outside the Foundation:** External suppliers and external stakeholders

## QUALIFICATIONS, SKILLS AND COMPETENCIES

Qualifications, skills and experience:

- Bachelor's degree
- At least 3 years work experience, including proven experience in administration and logistics
- Excellent planning and organising skills
- Excellent verbal and written communication in English and Hindi; regional languages a plus
- Cross-cultural competency to engage with diverse populations
- Strong interpersonal, relationship-building, and collaboration skills
- Proficient in use of Microsoft Outlook
- Tech savvy and strong analytical skills
- Motivated, energised and excited to work for the mission of the Foundation
- Positive, can-do approach to overall work and challenges

Organizational competencies:

- Teamwork
- Learning ability
- Result-orientedness

Job specific competencies:

- Client-orientedness
- Organisation of own work
- Written communication
- Quality-orientedness

## LOCATION

Mumbai, India

## THE ORGANISATION

The Bernard van Leer Foundation (BvLF) is an international foundation based in The Hague. Since its inception in 1949, the Foundation has worked in more than 50 countries and invested over half a billion dollars toward our mission: to improve opportunities for young children (0-8) growing up with social and economic disadvantage. BvLF is working in a number of key core countries where it engages in strategic investments to advance its mission for young children and has supported programs in India since 1992. The India team is led by the Country Representative, who is managing current partnerships and expanding the Foundation's presence in India.

## TO APPLY

Are you excited about this job? If so, please send your resume in English to: [Recruitment-India@byleerf.nl](mailto:Recruitment-India@byleerf.nl) on or before 20 April 2018.