

## **BERNARD VAN LEER JOB DESCRIPTION**

### **BASIC INFORMATION**

Position: Programme Coordinator, India  
Team: India Programme  
Reports to: Country Representative, India  
Based in: Mumbai  
Date: 1 April 2019



### **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 Coordinator, India, facilitates the implementation, monitoring and evaluation of the Bernard van Leer Foundation's investments in the country and its impact on policies and practices for early childhood. The Programme Coordinator supports the India Representative in the execution and monitoring of programmes based on the partnerships aimed at adapting the urban environment of the city to the needs of families with children from gestation to 5 years (Urban95) and the scaling up of early childhood and parent coaching programmes based on health and education services (Parents+).

The Programme Coordinator supports the Representative and partners working on all Urban95 and Parents+ programmes and partnerships in India. The position does not have a representative role and would be carried out in collaboration and under supervision of the India Representative. The position will cover the following tasks and responsibilities.

### **PRINCIPAL RESPONSIBILITIES AND TASKS**

- Manages key partners and programmes as part of BvLF investments in the country in coordination with the India Representative.
- Contributes to design, monitoring and evaluation of country programmes in coordination with the India Representative.
- Provides administrative support for proposal production and work plan formulation.

- Assesses initial drafts of budgets; and monitors their implementation
- Monitors projects executed by technical partners and consultants, and supports their work.
- Documents and reports programme progress. Contributes to writing and reporting of various documents specific to the team and/or region such as quarterly progress reports, proposals, work plans, and cluster reports.
- Provides logistic support in country when needed.
- Some India-related work travel involved.

## QUALIFICATIONS, SKILLS AND COMPETENCIES

- Master's degree in at least one of the following disciplines: urban planning, international development, development economics, or related – urban policy, sustainable urbanization. Experience in the areas of basic service delivery (i.e. public health, education, sanitation) a plus.
- Minimum 8-10 years of professional work experience project management, preferably in urban development, urban planning, implementation, M&E, and/or managing projects in the health sector.
- Experience working within a results-oriented non-profit, foundation, and/or municipality required.
- Current knowledge of urban policy, advocacy, and development issues.
- Knowledge on Early Childhood Development (ECD) or ability to acquire knowledge quickly.
- Familiarity with the work of Indian government at the local and federal levels. Experience working with municipalities to develop programmes that have demonstrated results for the urban poor a plus.
- Working knowledge of basic budget and accounting procedures
- Ability to express clearly and concisely ideas and concepts in written and oral form.
- Computer skills, including in Internet search, word processors, spreadsheets, and databases.
- Proven analytical and communication skills.
- Strong organizational skills and attention to detail.
- Fluent in English and Hindi. Regional languages a plus.
- Proven ability to understand complex scenarios where multiple stakeholders are involved.
- Comfortable working in high-pressure environments with a demonstrated ability to meet deadlines.
- Experience in organizing events.

### Organisational competencies:

- Teamwork
- Learning ability
- Result-orientedness

Job specific competencies:

- Planning and organising
- Problem analysis
- Quality orientation

**LOCATION:** Mumbai, India

**TO APPLY:** Please send your resume in English to: [Recruitment-India@b vleerf.nl](mailto:Recruitment-India@b vleerf.nl) and cc Sana Mulla at [sana.mulla@b vleerf.nl](mailto:sana.mulla@b vleerf.nl) on or before 10 May 2019.