BERNARD VAN LEER FOUNDATION

JOB DESCRIPTION

BASIC INFORMATION

Position: Programme Coordinator India
Team: Programme Team India
Reports to: India Representative
Based in: Mumbai, India
Date: June 2021

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 grounded in the scaling up parenting programs that can be bundled with existing services for families (Parents +). The Programme Coordinator also supports the implementation and monitoring of programmes aimed at adapting the urban environment of the city to the needs of young children from gestation to 5 years (Urban95).

PRINCIPAL RESPONSIBILITIES AND TASKS

- Contributes to the design, monitoring and evaluation of country partnerships and programmes in coordination with the India Representative
- Manages key partners and programmes, proactively monitors the progress of projects, including budgets, as part of BvLF investments in the country
• Resolves issues, initiates appropriate corrective action, initiates extra activities and other management interventions wherever gaps in the programme are identified or issues arise
• Supports BvLF team in proposal production, budget drafts, and work plan formulation, as part of new BvLF investments in the country
• Documents and reports program progress. Contributes to writing and reporting of various documents specific to the team and/or region such as quarterly progress reports, proposals, and workplans
• Coordinates communications needs of BvLF India, including online and offline content development, power point presentations, localization & translations
• Works with Representative to identify opportunities of investment
• Takes part in planning, partnership, strategic discussions
• Joins key meetings with external stakeholders, write summaries and assists with timely follow up
• Assists in capturing and sharing knowledge on India programs within the foundation and externally
• Adapts global content to local context
• Coaches and supports partners and allies
• Attends internal meetings and external events to keep up to date on the latest information on team, region, or partners
• Provides event coordination and logistic support in country, when needed

PROFFESIONAL CONTACTS

Inside the Foundation: Representative, India Team, Programme Team, Knowledge for Policy Team.
Outside the Foundation: Strategic institutional or individual contacts, partners, allies and stakeholders.

QUALIFICATIONS, SKILLS AND COMPETENCIES

• Knowledge on ECD or ability to acquire a basic level of knowledge quickly
• Master’s degree in health sciences, urban planning, social sciences, international development, public policy or related field
• Track record in program management (8-10 years) in health sciences, urban planning, social sciences, international development, public policy or related field
• Good knowledge of programme and project management methods
• Familiarity with the work of Indian government at the local, state and/or federal levels.
• Working knowledge of basic budget and accounting procedures
• Excellent oral and written communications in English required; regional languages are an advantage
• Living in the country for at least 5 years
• Proven ability to work with different stakeholders
• The candidate should be willing to travel
• Good knowledge of PC-based word processing, presentation, and spreadsheet applications
• Cross-cultural competency to engage with diverse populations
• Strong interpersonal, partnership-building, networking and collaboration skills
• Tech savvy
• Strong analytical skills
• Ability to solve or pre-empt problems
• Ability to meet deadlines and work under pressure
• Motivated, energized and excited to work for the mission of the Foundation
• Positive, can-do approach to overall work and challenges

Organisational competencies:

• Teamwork
• Learning ability
• Result-oriented

Job specific competencies:

• Networking
• Planning and organising
• Written communication

LOCATION

Mumbai, India. This is not a remote-based position. Candidates able to relocate to (or based in) Mumbai encouraged to apply.

TO APPLY

Please send your application by 15 June 2021, 5pm to sana.mulla@bvleerf.nl with subject line: Application: Programme Coordinator India.

Applications must include:
1. Cover letter
2. Curriculum vitae (CV)
3. 1 writing sample (3+ pages)
4. 3 references