BERNARD VAN LEER FOUNDATION JOB DESCRIPTION

BASIC INFORMATION
Position: Programme Coordinator India
Team: India Programme Team
Reports to: Representative India
Based in: Mumbai, India
FTE: 100% (5 days a week)
Start date: January 2023
Salary: KF level 15 (INR 1,669,853 – 2,296,047 per year)
Apply by: 2 December 2022

ABOUT THE FOUNDATION
The Bernard van Leer Foundation is an independent Dutch organisation working worldwide to ensure that all babies and toddlers have a good start in life. We inspire and inform large-scale action that improves the health and wellbeing of young children – especially the most vulnerable – and the people who care for them.

THE POSITION
The Programme Coordinator India works closely with and under the supervision of the India Representative to identify, implement and monitor the Foundation's investments in the country and its national impact on policies and practices for early childhood.

The ideal candidate has strong partnership and management skills and ideally experience working closely with both government and civil society organisations. The work will focus on our strategic programmatic areas including scaling up of early childhood and parent coaching programmes based on health and education services (Parents+) and adapting the urban environment of the city to the needs of families with children from before birth to 5 years (Urban95) across India.

We are looking for someone who is organised, able to solve challenges proactively and willing to collaborate with colleagues and partners to achieve the India-specific and global goals of the Foundation.

PRINCIPAL RESPONSIBILITIES AND TASKS
• Contribute to the identification, design, development, monitoring, evaluation and learning regarding all India Portfolio initiatives and partnerships, in coordination with the India Representative
• Support the India Representative on daily tasks including participating in strategic planning and work plan discussions
• Act as the partner liaison on grant-related administration including proposal development, budget, workplan, M&E and other relevant issues, in collaboration with the Programme Administrator
• Coordinate technical assistance to partners
• Manage and monitor a range of complex partnerships, including with government
• Coach and support partners and allies to increase their knowledge and capacity on early childhood development
• Document and report portfolio progress for internal purposes and strategic decision-making via case studies, quarterly progress reports, board reports, the Annual Report
• Support and participate in Foundation events, publications, Executive Education courses and other activities – in close collaboration with team members across the organisation
• Provide logistic support to organise meetings and events in country when needed.

PROFESSIONAL CONTACTS
Inside the Foundation: Representative India, India Team, Programme Team and other departments at the Foundation
Outside the Foundation: Strategic institutional or individual contacts, partners, allies and stakeholders

QUALIFICATIONS, SKILLS AND COMPETENCIES
• Master's degree in health sciences, social sciences or other relevant field or equivalent professional experience
• 6-8 years of experience with at least 3 years in a project management role
• Based in India with at least 3 years' working experience in the country
• Knowledge on Early Childhood Development or ability to learn and acquire knowledge quickly
• Able to work across sectors with experience working with or within government, international technical partners and local civil society organisations
• Experience working with or within philanthropic foundations is desirable
• Well-developed emotional intelligence, including self-awareness, self-management, and empathy
• Very organised and able to meet deadlines
• Outstanding communications and teamwork skills across different time-zones and cultures
• Experience in organizing events
• Proficiency with Microsoft Office and a fast learner of other digital tools
• Working knowledge of basic budget and accounting procedures
• Willingness to travel for work mostly around India.

Languages:
• Fluent in English and Hindi and/or regional language, both speaking and writing

Organisational-wide competencies:
• Teamwork
• Learning ability
• Result-orientatedness

Job- specific competencies:
• Networking
• Planning and organising
• Written communication
HOW TO APPLY
If you are interested in this position, please visit https://app.beapplied.com/apply/jaltmi2gxz and complete the application form before December 2nd, 2022, 11:59 GMT.

For any questions, please contact Agnes Buis at Agnes.Buis@bvleerf.nl