

Job Title: Project Head - Cluster Learning Centers**Location: Sitamarhi / West Champaran****Description of project:**

Cluster Learning Centers aim to provide academic support to children in rural areas from pre-school until middle school. 15 Cluster Learning Centers (CLCs) will be set up in 3 districts in Bihar, namely Sitamarhi, Kishanganj and West Champaran. Each CLC would be staffed with about six members and cater to a cluster of approximately 20 villages. The center would be providing the following services:

- School preparedness classes to pre-school children in Anganwadis
- Academic support to children in primary schools, assisting them in developing basic reading, writing and arithmetic skills
- Enrichment courses in English, Science and Mathematics to children in middle schools
- A library program for all villagers
- Computer classes at the center
- Evening center-based activities in English, Mathematics, Science and Digital Literacy
- Learning camps and creative workshops for children and mothers during school holidays.

Job description:

The cluster learning center head would be responsible for the overall execution of the project and for ensuring that the CLC goals are met. S/he would supervise the smooth functioning of all 15 centers and assist the CLC personnel in their duties. To that end, the job would broadly consist of the following:

- Supervise the set-up of the centers including team formation
- Planning and supporting capacity building needs of all CLC personnel
- Regular monitoring of each block to ensure all the centers are running smoothly
- Providing constant support and guidance to the team in their day-to-day activities
- Planning the execution of different activities to ensure the overall CLC goals are met
- Actively engaging with district and state level government officials to strengthen relationships
- Supervising the finances and resource usage within the CLCs
- Report writing and interfacing with the donor

Desired Qualifications & Experience:

- Minimum 3-4 years work experience managing a rural based project
- **Qualification:** Minimum Post Graduate, preferably in social sciences
- **Skills:**
 - Ability to manage and lead teams
 - Strong planning ability

- Excellent interpersonal skills
- Strong academic background
- Ability to engage with and relate to people from different backgrounds
- Understanding of accounts and finances
- Good written & oral communication skills in Hindi & English.
- Proficient in Microsoft Office – especially Word & Excel
- Extensive travel in rural areas is a key requirement.
- Willingness to live in basic conditions in rural areas.

Remuneration: 12,000 – 15,000 INR per month. Accommodation will also be provided.

Application Procedure:

Email the two documents outlined below to recruitment.bihar@gmail.com.

1. Resume – resume must address the following:

- Academic qualifications
- Work experience
- Leadership or project management experience

2. 300 words essay on why you believe you are the best candidate for the job.

Application deadline: February 29th