

## **Position: Senior Program/Project Manager**

**Location: Noida**

### **About Million Sparks Foundation**

Million Sparks Foundation (MSF) is a tech-led education initiative focused on Teacher Capacity Building and aims to empower 10 million teachers by 2025. We believe that the role of education is to ignite a fire in every child and teachers are the sparks who do that. ChalkLit - MSF's mobile and web application platform provides bite-sized curriculum-linked resources to help teachers build their knowledge, and also plan and execute high-quality lessons. Currently, we are working with the 6 Indian states and a few countries in central Africa.

We are a young organisation with an entrepreneurial culture. Our team requires a diverse group of passionate, self-driven, caring individuals who would like to contribute to this mission.

[Google](#) and [Central Square Foundation](#) are supporting MSF through grants for its work.

### **Position Summary**

MSF aims to bridge the gap between the theory and execution for teachers and desires to be the leading platform for providing the teachers with easy to execute content and pedagogy in the classrooms. The role will be responsible for coordinating across all verticals of the organization viz. Content, Technology, Monitoring & Evaluation, Product, Account Management and Support. The person will be responsible for creating efficient process and ensure high productivity of all teams. This is a leadership position and shall report to the CEO.

### **Key Responsibilities**

Key responsibilities include, but are not limited to:

- Identify areas that need new process development and/or process improvement. Undertake a data driven analysis of the need and design/ redesign processes to maximise efficiency of the organisation.
- Work in close liaison with internal and external stakeholders and co-ordinate the organizational efforts to ensure synergy among various teams.
- Closely monitor tech and non-tech delivery timelines and ensure high quality deliveries under defined timelines.
- Develop, implement and monitor quality control processes for various teams. Exhibit zero tolerance towards any deviations from quality standards. Undertake root cause analysis and process improvement for any failures in deliveries and their quality.
- Extract customer and product data from various sources. Analyse data to understand customer behaviour and success/ failure of product features and make recommendations to concerned team to improve.
- Lead teams managing multiple accounts with State Governments, NGOs and Corporates. Drive high growth in each of the accounts.

**Required qualification and experience**

- Minimum 10 years of work experience with at-least four years in leadership positions, preferably in education/ EdTech.
- Minimum Bachelor's degree (preferably in Science/Maths/Education). MBA is a definite plus.

**Competencies and Abilities**

- Good understanding of technology (Social, Mobile and Analytics).
- Conversant with data analysis using spreadsheets.
- Excellent verbal and written communication skills. Should have demonstrated ability to make compelling presentations, proposals and reports.
- Ability to work with senior leadership both internally and externally.
- Attention to detail and high sensitivity towards timelines and processes.
- Ability to manage a diverse and a high energy team.
- Demonstrated critical thinking skills required to solve complex problems.

Remuneration is competitive with Indian NGO scales and will depend on the candidate's experience.

**How To Apply**

Brewing coffee is what excites us. If you know how to do it, we would love to meet you at our office in Noida. Even if coffee's not your-cup-of-tea, we would love to have you if you believe in our mission and want to contribute. Do drop in a few lines or buzz us telling more about yourself or something you want to know about us. Our coordinates are given below:

**hr@millionsparks.org**