

National Social Inclusion Foundation

SCHEME OF SERVICE

POST	FLE Manager Fortified Learning Environment Unit (FLEU)
SALARY	Rs 61,740 per month plus salary compensation at approved rates
TRAVELLING ALLOWANCE:	Rs 16,000 monthly
PHONE ALLOWANCE	Rs 1,500 monthly
DURATION	5 years contract
QUALIFICATIONS EXPERIENCE/SKILLS	<p>Candidate should possess:</p> <ul style="list-style-type: none">(i) A Degree in Social Sciences or Education or Project Management or equivalent qualifications acceptable to the Foundation.(ii) A Post Graduate qualification will be an advantage. <p>Candidates should have: -</p> <ul style="list-style-type: none">• At least 5 years' proven experience preferably in the field of Education.• Proven record in organizational leadership.• Good strategic thinking qualities with great emotional skills.• Good communication, coaching and interpersonal skills.• Ability to work in teams according to targets and be result-oriented.• Good IT skills.

DUTIES & RESPONSIBILITIES:	<ol style="list-style-type: none"> 1. To lead the project team ensuring high level of motivation, competence and commitment of the team members. 2. To ensure that projects are implemented for different clusters (crèches, pre-primary, primary and FLE Extended Programme) based on set FLE strategic aims and objectives. 3. To ensure the sound coordination, monitoring and implementation of projects as per plans and approved budget. 4. To ensure that project activities are efficiently planned and implemented. 5. To ensure that operational guidelines and standards are implemented to achieve expected project outcomes and impact. 6. To prepare budget estimates for projects, and ensure sound monitoring and execution of budgets. 7. To promote collaboration among relevant State and Non-State stakeholders for the holistic support and development of learners. 8. To ensure quality reporting based on agreed deliverables and KPIs. 9. To maintain close collaboration with stakeholders at operational level to ensure effectiveness of service delivery. 10. To perform such other related duties directly related to the main duties listed above or related to the delivery of the output and results expected from the FLE Programme Director.
---------------------------------------	---

June 2023