

## Organisational profile

Madhi Foundation was established in 2016 as a non-profit organisation working in the education sector, committed to the cause of bridging the equity gap in education for children across India. The Foundation draws its inspiration from the Tamil adage, “vidhiyay madhiyaal vellalaam”, which translates to, “*you can conquer destiny with intellect (madhi)*”.

We truly believe that an equitable and purposeful education can be a great leveler and open many a door for all children – regardless of their background; we believe that an excellent education ought to equip children with the ability to **think** deeply and rationally, to ask **questions** and remain curious about the world around them, and emerge as **creators** and innovators of ideas, solutions and life paths of their choice.

### Vision

*“To make excellent education a reality for every child.”*

### Mission

We evolve context-specific and scalable ideas to address the crisis of learning achievement gaps among children, and synergise with critical stakeholders in the public and affordable private education ecosystem to catalyse enduring impact.

## Profile Summary

Madhi Foundation will assist the Tamil Nadu State Council for Educational Research and Training (TN-SCERT) in developing high rigour teaching-learning material for the revised syllabus which will be launched in the state between 2018 and 2021.

The manager will be responsible for working closely with the textbook, teacher manual and e-content production committee in the SCERT to produce material and teaching-learning collaterals that would benefit children in all the government and private schools (that follow the state board syllabus) in Tamil Nadu.

## Responsibilities

- **Ideation:**
  - Contribute to the textbook creation, teacher manual design and e-content production process within the SCERT (for all subjects)
- **Execution**
  - Anchor the teacher manual-writing process
- **Planning:**
  - Set the schedule for content production and delivery and meticulously track the progress and ensure timely completion of projects
- **Quality Control**
  - Ensure content created adheres to Madhi's and state mandated quality standard and guidelines
- **Stakeholder Relationship Management**
  - Build strong networks and relationships within the SCERT and ensure that the partnership between Madhi and SCERT sustains over the long term.

## Knowledge, Skills and Mind set

- Experience with creating (and using) high rigour teaching-learning material for primary grades
- Strong grounding and understanding of instructional design theories for young learners and children, especially for ESL learners
- Keen interest in pedagogy and child development-related subjects
- Experience working with and leading teams from diverse backgrounds and age groups and skill sets
- Able and willing to work in a start-up environment
- Able and willing to adapt to change and uncertainty quickly while working with the government
- Knowledge of Tamil – spoken (*mandatory*) and written (*mandatory!*)
- Expert level proficiency (written) in English
- Possess excellent knowledge of Microsoft Office Suite and Google products (calendar, tasks etc.) and experience with project management applications
- Exceptional time management and organisation skills
- Most importantly, be hopelessly passionate about the education sector!

## Education and Experience

- An undergraduate degree (any discipline). A degree in education would be an advantage
- Experience of taught elementary grades (mandatory)
- At least 2 years experience of working in the education sector (in any capacity)
- At least 2 to 5 years of total work experience
- Experience of having managed a project team of at least 2 people

## Application Process

If you are excited about the role and are keen to apply, we request you to:

- Send an email to [info@madhifoundation.org](mailto:info@madhifoundation.org) with the role you are applying for as the subject of the email.
- Please include your resume and covering letter.

*(You will hear from us within a week of receiving your mail. This will lead to the next stages of getting to know you better.)*

The selection process at Madhi is as follows:

1. Informal telephonic chat with the CEO
2. Pre-work submission
3. School visit with a team-member
4. Technical interview with the Vertical Head
5. Coffee chat with a prospective team member