

Job Title	Program Manager - Education & Policy
Reports To	Founding Director of the China India Foundation
Overview of China India Foundation	Founded in 2018, the China India Foundation is a new non-profit organization. Our mission is to increase mutual understanding between the people of India and China by creating avenues for collaboration, building people-to-people exchange, and strengthening the capacity for cross-cultural engagement. We focus on increasing understanding through education, culture, and practitioner exchanges in mutually beneficial policy areas.
Education & Policy	<p>Our Education vertical aims to build the infrastructure and ecosystem for understanding China in India. We plan to develop China studies as a discipline at a consortium of leading private universities in India, as well as facilitate greater student exchange. These programs promote interdisciplinary learning about China and create avenues for academic exchange with Chinese partner universities.</p> <p>Our Policy vertical aims to build knowledge sharing platforms on pressing policy areas through expert exchanges. We are exploring knowledge sharing platforms on issues such as environmental sustainability and vocational training.</p>
Role and Responsibilities	<p>The Program Manager - Education & Policy will work to develop, shape, and implement initiatives in our education and policy verticals. Based out of New Delhi, the Program Manager will support education & policy strategy and build partnerships with leading universities, foundations, and NGOs in India and China. To fulfill this responsibility, the Program Manager will:</p> <ul style="list-style-type: none">• Lead the implementation of projects by developing project plans, mapping stakeholders, and supporting stakeholders to achieve our goals• Identify potential partner organizations in China and India• Develop communication plans and collateral to manage partnerships in India and China as well as facilitate the successful execution of our initiatives• Proactively monitor and report on projects' progress, resolve issues, and initiate appropriate corrective action with internal and external stakeholders• Design and develop new programs to support the strategic direction of the organization, as well as create evaluation metrics for any ongoing and future projects• Evaluate and restructure programs to ensure project goals are achieved

Eligibility (Education and Experience)	<ul style="list-style-type: none">• 2+ years of experience required• Experience in consulting, education, public policy, nonprofits, strategy, project planning and/or implementation preferred• Bachelor's degree required, master's degree preferred• Minimum 1-year spent in China OR a degree in China Studies preferred• Knowledge of Mandarin language preferred
Skill Set	<ul style="list-style-type: none">• Strong organizational skills with the ability to plan and implement projects to meet timelines, manage costs, and ensure quality• Excellent collaborative skills with an aptitude for relating to people from diverse backgrounds, especially culture and nationality• Outstanding communication skills with the ability to design and articulate messages using oral, written, visual, and social media• Demonstrated ability to work effectively with internal and external stakeholders• Track record of working as an effective team member who can give and receive constructive feedback and handle differences of opinion and approach• Able to work independently with ambiguity and take responsible and effective decisions• Capable of setting priorities and working under pressure• Willing to adapt and change priorities at short notice and learn from a variety of challenging situations
Values	<ul style="list-style-type: none">• Commitment to the Foundation's mission and core values of transparency, adaptability, collaboration, trust, and ownership• Personal qualities of humility and capacity for self-reflection• Action-orientated and entrepreneurial self-starter who can work well independently and in teams
Days of Work	Full-time role, Monday – Friday

Interested candidates should send a resume and cover letter to Anushka Prasad, Founding Director of China India Foundation: anushka.prasad@chinaindiafoundation.org with the subject line “Application for Program Manager – Education & Policy.” For any additional questions on the role or about the organization, please email info@chinaindiafoundation.org.