APPOINTMENT FOR COORDINATOR
PEOPLE & CULTURE
ABOUT STIR EDUCATION
We are an international NGO that is addressing the moral and economic imperative that every child, everywhere, should have a teacher who cultivates the joy of lifelong learning. At a practical level, that means we support governments to reignite intrinsic motivation in teachers and local officials, through teacher networks. Our vision is a world where teachers love teaching and children love learning. In our sixth full year of operations, we are working with 200,000 teachers and 6 million children across 70 districts in India and Uganda.

OUR MODEL
We achieve this through a five-year learning partnership with an education system, where we align all levels of the education system (officials, teachers and children) around the goal of increasing intrinsic motivation.

Practically, this means that teachers undergo monthly network meetings with about 20 to 30 local peers. Through these meetings they’re supported to develop their practice in areas ranging from effective questioning to creating warm but orderly classroom routines – all designed to create a more effective relationship between the teacher and child. In doing so they develop a sense of autonomy (the sense they can change things), mastery (sense of getting better as a professionals) and purpose (reconnecting emotionally with their peers and students) – the key drivers of intrinsic motivation.

District officials undergo a training and coaching programme that motivates and supports them to prioritise, run and monitor the teacher networks and a close partnership with the state or national government enables the government to align this intrinsic motivation approach within their priorities, structures and systems.

The approach is run by the government from day one and after about five years of partnering with an education system we hope to have embedded a culture of improvement at all levels for the system to continue to strengthen itself. We typically allocate one member of our own staff per district to train, energise and coach the district officials running the approach, and a small team at the national or state level.

OUR VALUES
How we approach our work is as important as what we do and our core values guide the way:

Humility – We don’t have all the answers upfront.

Ownership – We empower each other with high expectations & support.

Openness – We will listen, learn and improve, and lead through obstacles.

Purpose – We’re united by a shared vision we’ll build & achieve together.
COORDINATOR - PEOPLE & CULTURE

THE OPPORTUNITY
STiR Education is looking for a Coordinator in the People & Culture team. This role will provide support in implementing our People strategy by ensuring processes and systems function smoothly, and our HR systems are up-to-date. The right candidate will have a keen eye for detail and a hunger to learn.

The role can be based in either Bangalore or New Delhi and will report to the Senior Associate Head – People & Culture.

ROLES AND RESPONSIBILITIES
- Ensure that all of STiR’s People data and documentation is organised, curated, accurate, backed-up and fully compliant
- Prepare all contracts, addendums, offer letters, experience letters etc or any other formal letters and notify the team members as and when required
- Prepare all People related reports both bespoke and on monthly basis.
- Tracking People & Culture related invoices and payments to external consultants and vendors
- Work closely with the Finance & Admin team to ensure that all necessary reporting is completed and compliances are met
- Prepare and organise the Organisation Calendar and help with calendaring of events, trainings and meetings across STiR globally.
- Support the recruitment function for STiR by co-managing the application portal as well as supporting with onboarding and exit processes
- Provide support to the team in managing their leave portal
- Manage all tech related tasks like Zoom, G-Suite etc. and support in troubleshooting in coordination with the IT support.
- Support in conducting trainings
- Manage all staff welfare related activities across all STiR locations in India
- Work closely with the Senior Associate Head of People & Culture to contribute to any other task that helps improve STiR and our team learn and improve our impact.

REQUIRED SKILLS AND EXPERIENCE
- Excellent interpersonal and people management skills
- Excellent written and verbal communication skills in English
- Strong identification with STiR’s values
- Personal commitment to excellence and quality
- Close attention to detail, organised and ability to stick to deadlines and work under pressure
- Honesty and integrity
- Ability to thrive in a fast-paced environment
• Excellent capacity for time management

**RENUMERATION AND BENEFITS**

A consultancy fees of ₹ 44,278/- per month (₹531,331/- per annum) will be paid for your service (subject to relevant taxes at source.)

**APPLICATION PROCESS**

If your skills, experience & priorities align with the requirements of this role, please apply [here](#) for the role of People & Culture Coordinator.