

JOB DESCRIPTION:

Associate/Senior–Associate (Content and Capacity Development)



Date of Circulation: 22nd December, 2017

Position Details

Location:	Mumbai
Remuneration:	Rs. 35,000 to Rs. 45,000 based on experience
Type of Employment:	Full-time
Duration of Contract:	Minimum 1 year with the possibility of extension
Application Deadline:	As soon as possible (Applications will be considered on a rolling basis)

About The Organisation

Aparna Bhasin Consulting (ABC) provides strategic guidance and support to not-for-profit organisations, foundations, educational institutions and emerging CSR campaigns. ABC specialises in the areas of education, healthy child and adolescent development, and related social areas. We use an evidence-based approach to projects, and strongly believe in capacity development, involving partners throughout the process. Our services include, but are not limited to: project conceptualisation; framework design; sustainability and scale-up strategy, implementation strategy and planning; capacity development and training; and research design and analysis.

Summary of the Role

Aparna Bhasin Consulting is a young and energetic company with multiple opportunities for professional growth. The primary responsibility of the candidate will be to support curriculum design and content creation processes. However, the candidate will also be actively involved in other areas of the company's work ranging from research activities to program/project design.

Examples of content design carried out in the past include material to develop learning and socio-emotional skills of upper primary, and secondary school students, and life-skills of high school and undergraduate students to help them prepare for professional life; however every new project brings new chances for creative design.

Research and Design related work may involve supporting the team with primary research and secondary research, analysing research data, presenting findings, conceptualising new projects/programs, developing program frameworks etc. The candidate will also be expected to collaborate on strategic direction and business development activities, and conduct minor administrative tasks from time to time, for the overall growth of the organisation.

You can read more about the people we work with, the projects we work on, and about our team at www.aparnabhasinconsulting.com

Duties & Responsibilities

As part of the programs or projects undertaken by Aparna Bhasin Consulting, the candidate's role may include the following:

- Researching and designing program content
- Adapting program content to the specific requirements of clients
- Developing learning programs, curriculum and training content
- Organising, coordinating and conducting capacity development sessions/workshops
- Conducting or supporting in the training of stakeholders
- Conducting research to provide the base for new projects
- Supporting primary research activities such as surveys, interviews, and focus group discussions
- Collating and analysing data collected through research activities
- Providing support for other projects when required
- Other administrative tasks as required

N.B. – The role requires occasional travel to client locations in urban or rural parts of India. The candidate must be willing and able to travel independently.

Desired Skills & Experience

Candidates interested in the position should meet the following criteria:

- Undergraduate degree in any discipline
 - Graduate degree beneficial
- Fluency in English and Hindi
 - Additional fluency in other Indian languages beneficial
- Minimum 3-4 years of work experience in the education sector
 - Experience in teaching, or in curriculum design highly desirable
- Excellent verbal and written communication skills
- Proficiency in Microsoft Word, Excel and PowerPoint
- Keen interest to learn, and to explore new skills
- Demonstrable ability to work independently
- Self-motivated and organised, with an attention to detail
- Ability to work on multiple concurrent tasks

How to Apply

To apply, please send the following documents to info@aparnabhasinconsulting.com:

- Updated CV
- Letter of Motivation, which includes the following:
 - Why you are qualified for the role
 - Any relevant experience matching the expected duties and responsibilities

Important: Please mention the following in the Address Line - “[Name] - Application for [Name of Role]”