

JOB TITLE: Assistant Manager - Learning And Development

LOCATION: MUMBAI

DESCRIPTION: The Assistant Manager- L&D will support the manager/s, L&D; with their work on curriculum development; monitoring classroom through Learning Management systems (LMS). Designing and developing assessment tools for Bright Future's livelihood and school programme. The role will also entail training the team of facilitators on content delivery through creative methods

RESPONSIBILITIES:

Report Writing:

- > Assisting in writing Training reports, support in creating concept notes and project proposals

Learning Management systems (LMS):

- > Following up with Bright Future's LMS and MiS system on curriculum status in terms of regularization updates; delays and backlogs

Content creation:

- > In terms of working on components of curriculum design for livelihood and school programs.

Undertake timely periodic field visits and program audits

COMPENSATION: Best in the Industry

REQUIRED QUALIFICATIONS AND EXPERIENCE:

Qualifications: Masters Degree in Science/Arts/Education/Social Work or Masters Degree in Applied Arts(literature, sociology, theatre/drama or similar fields) with relevant experience.

Years of Experience: 2-3 years of experience in Content design and management, development of curriculum framework, module preparation based on activity based learning. Secondary research.

Desirable: Teaching or facilitation experience, 21st Century skills based project, understanding of various learning theories, conducting workshop for youths/students

REQUIRED KNOWLEDGE:

- > Content designing process
- > Documentation and reporting
- > Data analysis & use of MS excel
- > Proficiency in writing reports

REQUIRED SKILLS:

- > Ability to plan and organise Work
- > Presentation skills
- > Excellent Communication and facilitation skills in English
- > Hindi and/or Local Language