

Position: Learning & Development Associate, Accountability Initiative

Employer: Centre for Policy Research

Location: Delhi

Assignment type: Full time

Salary: Remuneration will be competitive with Indian NGO pay scales, commiserating with the candidate's experience.

Accountability Initiative, Centre for Policy Research

Centre for Policy Research (CPR) is among India's foremost independent and non-partisan research institutes and think tanks. Its main objectives are to provide thought leadership and creative solutions to address pressing policy issues.

Accountability Initiative (AI) is the largest research group housed within CPR. AI works on strengthening transparency and accountability in governance, aiming to increase citizen engagement in policy making and implementation.

The Learning and Development work at AI creates learning opportunities ranging from structured courses to workshops and experiential programmes. Till now, we have trained more than 1000 citizens and administrators to raise governance standards and improve accountability. More information can be found [here](#).

Position Summary - Learning and Development Associate

AI is seeking to hire a Learning and Development Associate to support its capacity building, and knowledge management work, bridging the gap between research and practice. The L&D Associate will mainly support curriculum and content development, as well as course management. Content development will include researching and writing work, designing learning material, and creative thinking. Course management will include operating the learning platforms, student management, social media and communications.

The Associate will work in close coordination with not only the L&D team but also the research and communications teams, as well as the field teams at AI.

Key Tasks and responsibilities

The primary responsibilities include but are not limited to:

Strategy and Design

- Support with designing trainings and building curriculum for AI's English courses
- Bridge between research in English and Hindi learning programmes at AI
- Explore new technology for course delivery
- Conducting secondary and assisted primary research wherever required for course development
- Design learning material such as presentations, infographics, videos etc
- Closely work with humaaarisarkaar.in team to innovate

Course Management

- Manage course enrolments and student experience for all English courses
- Implement Alumni Engagement strategy for all courses
- Implement marketing strategy for all courses- including social media

Culture and Communication

- Inspire and contribute to a culture of research and learning in the pursuit of excellent Learning and Development products at AI
- Collaborate with research and communications team to strengthen to achieve synergy and impact across HHS programmes and geographic areas of operation

What AI can offer you

- A challenging yet flexible workplace with freedom to leave your own footprint on the programmes
- An opportunity to solve some real world problems from a public policy domain through learning and development
- A work environment with people from different backgrounds
- An opportunity to working with one of India's leading think tanks

Required Qualifications

- Deep understanding of working in the development sector and the challenges faced thereof
- 0-3 years of experience in content/ curriculum design and facilitation
- Interest in governance, Indian administration and the social sector (education, health, nutrition etc.)
- Experience and or interest in instructional design and facilitation
- Preferably know tools such as Canva, Infogram etc
- Highly entrepreneurial, self- starter;
- Ability to work independently
- Ability to manage and enjoy working on multiple work streams simultaneously
- Strong programme management skills
- Strong interpersonal communication skills, with high degree of empathy
- Proficient in Hindi and English- reading, writing and speaking
- Comfortable with travelling across the country at short notice

How To Apply

Interested candidates can apply to : accountabilityinitiative@cprindia.org with the subject "Application for the post of Learning and Development Associate". Application should include:

- A cover letter describing your background, work experience, interest, and suitability for the position;
- A CV, listing relevant experiences and skills.