

Position: Learning & Development Senior 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-tank. 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

AI is seeking to hire a Learning and Development Senior Associate to support its capacity building, and knowledge management work, bridging the gap between research and practice.

The L&D Senior Associate will mainly support curriculum and content development, curriculum design, and partnerships and outreach. Curriculum strategy and design includes content development, research and writing work, designing learning material, and creative thinking. Outreach and partnerships will include marketing, social media, and communications. Programme management will include maintaining project quality and timelines.

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:

Curriculum Strategy and Design

- Supporting with designing trainings and building curriculum for AI's courses
- Identifying ways in which the latest AI research can be incorporated in learning and development programmes
- Conducting secondary and assisted primary research for course curriculum
- Overseeing design and production of learning material such as presentations, infographics, videos etc
- Managing course enrolments and student experience for all courses
- Exploring new technology for course delivery

Outreach and partnerships

- Overseeing marketing strategy for online and offline courses
- Sourcing new partnerships for AI's learning and development work
- Designing and overseeing alumni engagement
- Executing external partnerships including MoU, scope, trainers, session plan

Programme and team management

- Holding the team accountable for low performance and simultaneously pushing the team to be more innovative
- Holding external vendors accountable
- Overseeing quality of content including design
- Maintaining deadlines and creating processes for better management of programmes

Culture and Communication

- Inspiring and contributing to a culture of research and learning in the pursuit of excellent Learning and Development products at AI
- Collaborating with research and communications team to strengthen to achieve synergy and impact across L&D 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
- 5-7 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 Senior 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.