

## **Job Description: Curriculum Development & Training Manager** Pratham Institute for Literacy, Education and Vocational Training

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**About Pratham Institute:** At Pratham Institute for Literacy, Education and Vocational Training, we work across the country to provide individuals with the employability skills needed to address India's growing need for skilled manpower. The vocational skilling vertical of Pratham Education Foundation was launched in 2010 with a mission to create sustainable programs for training and retraining of youth for employability or entrepreneurship. We work across the country to provide individuals with the employability skills needed to address India's growing need for skilled manpower. **Pratham is a widely recognized** organization, having received notable awards such as the WISE Prize for Innovation, Skoll Award for Social Entrepreneurship, the Henry R Kravis Prize in Leadership and the CNN-IBN Indian of the Year for Public Service.

Our 110 training centers are spread across 16 states in India. We have trained and placed over 60,000 students till date in various skills through our Industry specific courses in Hospitality, Construction, Electrician, Automotive and Bedside Assistance. We also run Entrepreneurship programs in Beauty and Tailoring to cater to people who have an entrepreneurial mind set and have supported 1,200 entrepreneurs to set up their own micro-enterprises. We have also trained over 100,000 people in digital literacy through our Education for Education Program.

**Pratham Institute is a uniquely hybrid social enterprise** with the energy and innovation of a start-up backed with the scale, resources, brand and network of India's biggest NGO. We attempt to leverage these strengths to innovate and develop financially sustainable, cutting edge solutions to the problems of providing large-scale information dissemination about jobs, access to training to reach employability, certification of skills, and provision of subsequent employment or self-employment opportunities. **Pratham is also known as a launch-pad for young talent** - our alumni have started significant organizations like Akshara Foundation, PRS and Kaivalya, and are regularly selected for elite education programs, including at Ivy League institutions like Harvard and Wharton. For more details, refer to <http://pratham institute.org/>

### **Job Description Focused**

Pratham is an innovative learning organization focused on creating low-cost, replicable solutions. The role of the Content Manager would involve working on scalable teaching solutions and creating content and pedagogy tools that would be used to train over 25,000 youth annually at Pratham's 100 vocational training centers across 16 states. The role would involve designing course structures, gamification of content and working on media and technical collaborations to improve digital learning.

The candidate will work on analyzing the course contents, developing the training methodology, assessing the absorption of the course by the students, formulating corrective measures through regular assessments and overall analysis of learning outcomes. Apart from the technical components, the role also entails creating and modifying modules like Financial Literacy, Digital Literacy, Soft Skills etc., which aid the holistic development of the target beneficiaries. The role includes, but is not limited to:

- Redesigning training delivery for the technical trades of the organization in coordination with other academic/technical experts of each trade to create engaging, activity based pedagogies for adult literacy and vocational training.
- Ideate, pilot and implement ways to digitize both content and assessment to exponentially scale up the reach of the skilling program and improve central monitoring of student learning.
- Create digital content on financial literacy, digital literacy, entrepreneurship, soft skills, life skills etc., and other aspects necessary for overall growth. Formulate suitable activities and interactive sessions (using digital and non-digital platforms) to increase classroom engagement and enhance delivery of content for adult literacy.
- Conduct training of trainers and refresher trainings on regular intervals and build programs to enhance the capability of the trainers.
- Assess competency levels of students by conducting regular surveys and assessments using online and offline mediums and explore ways to include elements of Gamification in assessment. Simultaneously also develop an impact assessment tool to gauge the overall outcome and impact of the program and prepare reports on findings and recommendations for improvement.

### **Suggested Candidate Profile:**

- Candidates interested in designing pedagogy for various themes relevant to the organization.
- Candidates with prior experience in teaching or curriculum design (preferred).
- Candidate with an interest and basic knowledge of video editing and shooting.
- Candidates with strong written and verbal English and Hindi communication skills.
- Education qualification: Minimum graduate with 0-5 years of work experience
- Willingness to travel to different locations across India, as required.
- Ability to handle multiple projects and tasks in an entrepreneurial environment.
- Self-motivated to take leadership in ambiguous situations and work independently.

**Date of Joining:** Immediate

**Location:** Mumbai

**Remuneration:** Rs 25,000- Rs 35,000 per month (based on prior experience)

**Application Process:** Email your Resume plus a Statement of Purpose (max 500 words) to [shrimayee.dutta@pratham.org](mailto:shrimayee.dutta@pratham.org) , [nidhi.thachankary@pratham.org](mailto:nidhi.thachankary@pratham.org)