Job Description: Consultant Curriculum & Content Design (Teachers Development)

Designation	Consultant (Curriculum & Content Design-Teachers Development)
Experience	4-6 Years in teachers training, curriculum & content creation & technology
Department	Program/Design
Location	All India (Virtual/WFH)
Employment Type	Consultant
Employment Level	Senior Level

Organization Background

Muskaan Dreams is a social impact Ed-Tech nonprofit, committed to bridging the digital divide in government schools by empowering teachers with technology so that every student has the opportunity to take advantage of digital learning and skilling in order to prepare for the future with rapidly evolving needs in the job market. We are looking for someone who has a good understanding of Teachers, Ed-tech products, technology, design, innovation, testing, data, scale and can take ownership of products to run successfully. Do you still think you are the right person for this role? Feel free to apply. For more information please visit www.muskaandreams.org

***Our vision**: Digital promise to Every Child*

Job Summary

The consultant position in the design/management role offers young, motivated, energetic people the opportunity to be an integral part of Muskaan Dreams' work. The consultant is responsible for the end to end teacher's development (TTD) including strategy, planning and implementation of the Program at scale. The position involves intense excellence in designing curriculum framework, high-quality technology content creation and ensuring the smooth functioning of the program with the help of team, technology & government

- Understanding the geography background, stakeholders' needs, post covid scenarios and developing strategies for training programs.
- Understanding of government policies and plans for teachers' development related to technology - ICT
- Understanding of digital literacy/skills
- He/She needs to work closely with the program team for smooth functioning of curriculum design to content creation.
- He/She should be competent enough to lead and manage the training program at scale by leveraging technology
- Overall management of the training program ends to end.
- He/She will be responsible for strategic planning, content planning & creation, module designing, assessments and delivery
- He/She should be competent enough to design a curriculum in order to build digital skills among the target audience in order to make them future-ready to teach students.
- He/She will be responsible for partnering/collaborating with external agencies/ and organizations for content resources
- He/She should have a good understanding of data & technology to deliver programs smoothly.
- Able to identify gaps/challenges in processes & execution

This document describes job content at the time of designing the job description and will be subject to periodic change in the light of changing operational and environmental requirements. Such changes will be incorporated in the job description on annual basis

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- Responsible for maintaining the quality parameters of training including content, modules, trainers, data, visualisation, photos, communication etc
- Able to create/design tech-integrated approaches in program
- Ability to work in a collaborative team environment
- Accountable for teachers development (Tech readiness & usage)
- Design and lead implementation plans to meet the targets, aligned to the project/s and partner/s organizations
- Conduct M&E as defined success metrics and growth aspiration for the project and communicate effectively with all stakeholders and team.
- Product tracking and reporting: Planning will need to be followed up with regular tracking of progress against the plan.
- Oversee the data collection and analysis in relation to programmatic intervention areas
- Develop and share all periodic progress reports in a timely manner
- Liaising with (internal & external stakeholders)

Key Responsibilities but not limited to:

1. Develop an annual plan, effective monitoring mechanism and budget for product
2. Define product strategy and roadmap
3. Develop the core positioning and messaging for the product
4. Design and develop curriculum framework and content for teacher's capacity building on tech
5. Work with external third parties to assess partnership and licencing opportunities
6. Lead teacher's training on the developed product
7. Provide support to team & stakeholders
8. Liasoning with government officials
9. End to end reporting & documentation of product journey for internal and external purposes
10. Research & Innovation for new ideas & prototypes

Skills and Behaviour

- Curriculum framework designing
- Content development & planning
- Reporting, documentation & design
- knowledge of tech products/programs
- Decision making, critical & analytical thinking
- Social & effective communication skills
- Creative & Proactive
- Building relationships with government & team
- Fluency in English & Hindi both in writing and speaking
- Goal-driven
- Proficiency in Microsoft Office & presentations skills
- Data analysis & data articulation skills
- Felicitation Skills
- Technical Skills (Expert in MS Office, Data Analysis, Database Management)
- Accountable, Ambition, Collaboration, Creative
- Humble & empathetic

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Education Qualification:

1. Graduate/Post-graduate
2. Excellent communication and documentation skills in English & Hindi.
3. Readiness to travel across multiple locations as per need.
4. Effective leadership skills and a problem-solving ability
5. Passion to impact lives

Key Expectations:

- Outcome driven work
- Regular meetings with stakeholders & project team to ensure smooth work at all levels.
- Complete ownership of work
- Impact, speed & scale at the centre

Travel Requirement: Willingness to travel across locations in State/District/Schools in programme geographies if required
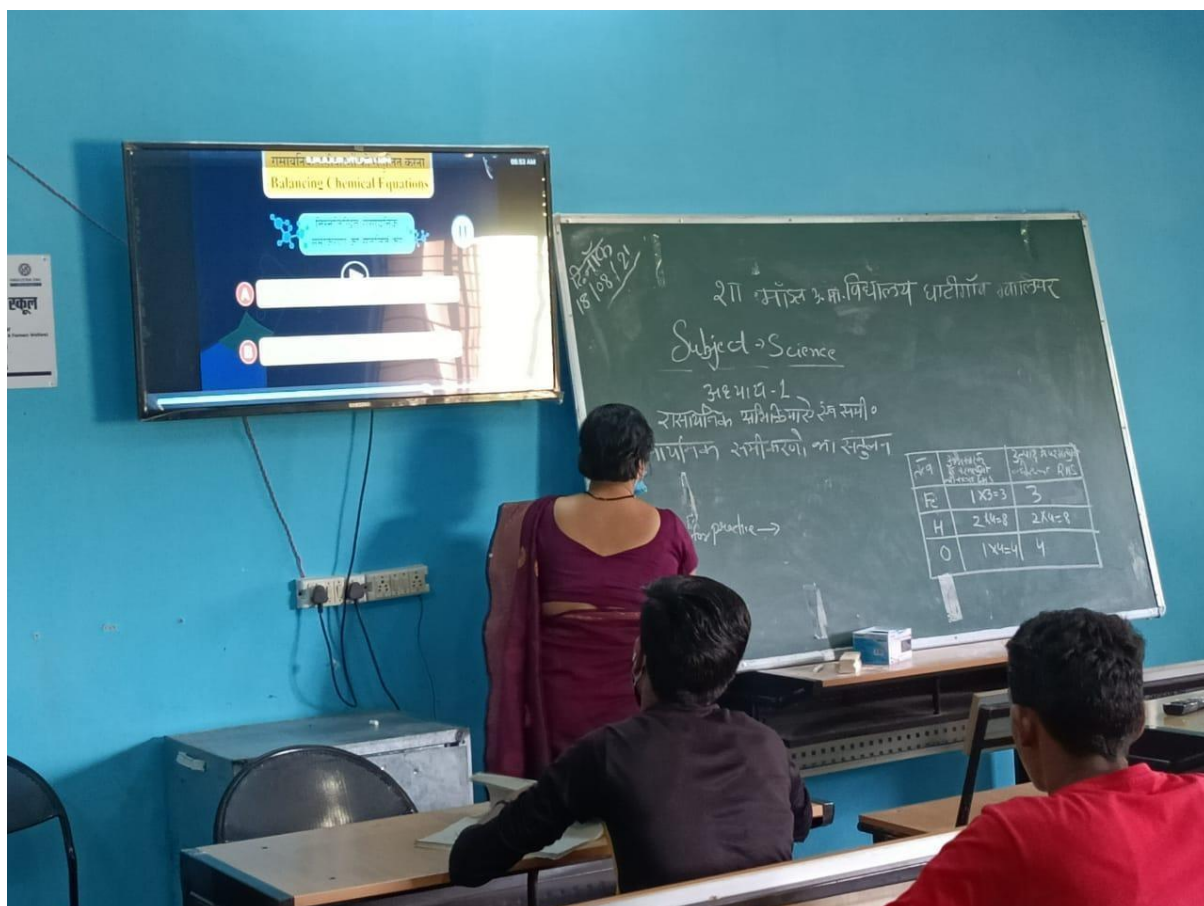
Salary: Remuneration will be competitive with Indian philanthropy pay scales and will depend upon the candidate's experience levels

How to Apply: If you would like to apply for this role, send your cv to hrm@muskaandreams.org

A typical recruitment process for these roles takes about 15-30 days, we'll keep you updated about the progress through email.

For queries: +91 9754175881 (use WhatsApp) or hrm@muskaandreams.org

"**Only Apply** if you love meeting people and love teamwork, you want to be part of an exciting roller coaster ride, you are crazy enough to still apply."

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"Digital Promise to Every Child"