

JOB DESCRIPTION FOR PROGRAMME MANAGER - FULL TIME

The School of Policy and Governance (SPG), Bangalore, is an institution committed to offering high quality executive education and skilling programmes. They bridge the gap that exists in specialised policy and governance-related competencies in India and the global south.

This is one of the most exciting initiatives in India, offering emerging public and political leaders' education about India's path to Net Zero.

SPG is seeking a highly committed and dynamic professional who can support the successful implementation of its Net Zero Fellowships Initiative by ensuring an enabling environment through collaboration, partnerships, participant mobilisation and policy analysis of key areas of relevance

The role is full time. Salary can be negotiated based on budget constraints / experience

Responsibilities

1. Programme Planning and Development:

- Lead the design and development of new programmes or initiatives, ensuring alignment with organisational goals and objectives.
- Collaborate with all stakeholders to define programme objectives, outcomes, and metrics for success.
- Develop programme timelines, budgets, and resource allocation plans.
- Design programme structures, activities, and curriculum to meet the needs of the target audience.

2. Curriculum and Content Development

- Design and develop programme curriculum, learning materials, and resources based on instructional design principles and best practices.
- Create engaging and interactive learning experiences that promote knowledge acquisition, skill development, and behaviour change.
- Incorporate innovative and evidence-based instructional methods, technologies, and pedagogies into programme design.
- Collaborate with subject matter experts and content creators to ensure accuracy, relevance, and quality of programme materials.

3. Programme Evaluation and Quality Assurance

- Develop programme evaluation frameworks, tools, and indicators to assess programme effectiveness, participant outcomes, and impact.
- Collect and analyse data from programme evaluations, surveys, and feedback to inform programme improvements and modifications.
- Monitor programme implementation to ensure adherence to established standards, guidelines, and best practices.
- Conduct regular quality assurance reviews of programme content, materials, and activities to maintain high standards and consistency.

4. Project Management

- Oversee programme implementation, including managing timelines, budgets, and resources.
- Coordinate with experts and supervise programme execution.
- Prepare regular reports and updates on programme status, outcomes, and achievements for internal and external stakeholders.
- Ensure compliance with regulatory requirements, ethical guidelines, and organisational policies.

Required Qualifications

Education

- Minimum - bachelor's degree in a relevant field such as programme management, instructional design, education, or a related discipline. A master's degree in a relevant field can be advantageous and will be preferred.
- 4-6 years of work experience in related fields and/or similar organisations
- Strong communication skills and the ability to converse and operate in English, along with good writing skills. The knowledge of additional Indian languages is a plus.
- An understanding of and deep interest in issues of social and human development, climate change and the ability to use this interest in her/his daily work.

Programme Design and Development

- Proven experience in designing and developing programmes, initiatives, or projects, preferably in a reputed educational institutions/ government departments or similar industry.
- Strong understanding of programme design principles, methodologies, and best practices.
- Familiarity with instructional design models, multimedia tools, and e-learning platforms and adult learning theory.

Content Development & Assessment

- Experience in curriculum or content development, including the ability to create engaging and effective learning materials and resources.
- Knowledge of program evaluation methodologies, data collection techniques, and analysis.
- Ability to design evaluation frameworks, indicators, and tools to measure program outcomes and impact.
- SPG is an equal opportunity employer and makes efforts to ensure that all people get the same opportunities for career development and growth, without any discrimination.

If interested, please send your resume and work portfolio to

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