

**JOB SPECIFICATION: Executive – Content & Curriculum****Department: Content & Curriculum****Proposed Immediate Superior: Manager/Assistant Manager – Content & Curriculum**

1. Context	Executive – Content & Curriculum
2. Organogram	Manager/Assistant Manager – Content & Curriculum   Executive - Content & Curriculum
3. Key objectives of the Job	<ul style="list-style-type: none"><li>• To have clarity about organization’s department goals and contribute towards ideation and creation of evidence-based content and curriculum on the issue of Child Sexual Abuse</li><li>• To follow all processes and systems and ensure the standards of quality are maintained while creating/reviewing content and also ensure the content is in line with organization's culture, values and philosophy.</li></ul>
4. Major deliverables	The major responsibilities are: <ul style="list-style-type: none"><li>• Contributing towards ideation of resource/content development; modules, manuals, training tools for prevention and healing and training programs</li><li>• Ensuring alignment with organization’s culture, values and philosophy while content creation</li><li>• Coordination with internal and external stakeholders for the development of content</li><li>• Piloting new and proposed content/ module with different stakeholders</li><li>• Creating summary reports and evaluation tools for the Pilots and implementations</li><li>• Ensuring regular reviews with the Senior Manager and Manager/Assistant Managers.</li></ul>
5. Job challenge	<ul style="list-style-type: none"><li>• Translate the nuanced field experiences by the pilot teams into a structured module/tool.</li><li>• Manage simultaneous projects.</li></ul>
6. Specialized job competencies	Experience in content development and implementation in the field of education, life skills, mental health
7. Educational qualification	Graduation or Post Graduation in Education, Communications, Journalism, Sociology, Psychology, Child Development, Social Work and other related fields
8. Mandatory Experience	3 years of experience in a content development role. Open to traveling within the city and at times outstation as and when required. Strong Communication Skills, both verbal and written.

8. Desired experience	Should be a stickler for detail and process adherence. Ability to summarize complex concepts and ideas. Prior work experience in the Social Sector. <u>Language:</u> English proficiency is a must. Knowledge of Hindi and Marathi is desired.
9. Other desired attributes	Ability to work in a closely knit team; interpersonal skills; commitment to time schedules, basic knowledge of MS Office (Word, Excel, PowerPoint)
10. Location	Mumbai
11. Salary range	35000/- Per month + Travelling allowance – 5000/- Per month + Therapeutic allowance – 1500/- per month + Annual training allowance – 5000/-

**How to apply**

Interested candidates can mail their detailed resume **at [contact@peopable.co.in](mailto:contact@peopable.co.in)** (Please mention the position name in Subject)

