JOB SPECIFICATION: Assistant Manager – Instructional Designer

Department: Digital Learning

Proposed Immediate Superior: Senior Manager - Digital Learning

1. Context	**Assistant manager – Instructional Designer**
2. Organogram	Associate Director Digital Learning | Sr. Manager Digital Learning | Assistant Manager – Instructional Designer
3. Key Objectives of the Job	● Play a pivotal role in the development and enhancement of educational materials, training programs and instructional content ● Collaborate with various stakeholders to design, create, and implement effective instructional materials that align with organizational goals and objectives while meeting quality standards ● Support the Senior Manager in day-to-day activities while ensuring projects are completed on time
4. Major Deliverables	● Collaborate with subject matter experts (SMEs) to identify target audience, product needs and objectives. ● Design and develop engaging instructional materials, including but not limited to e-learning modules, instructor-led training materials, job aids, and multimedia content. ● Utilize instructional design theories, methodologies and best practices to create effective learning experiences that promote retention and application of knowledge. ● Incorporate various instructional strategies, such as scenario-based learning, simulations and interactive activities to enhance learner engagement and comprehension. ● Manage multiple instructional design projects simultaneously, ensuring deadlines are met. ● Conduct quality assurance reviews to ensure instructional materials meet established standards for accuracy, clarity, and effectiveness. ● Stay informed about emerging trends, technologies, and innovations in instructional design and adult learning theory, and incorporate relevant advancements into training initiatives. ● Collaborate with learning management system (LMS) administrators to ensure seamless integration and delivery of training content.

5. Job Challenge	● Managing multiple projects simultaneously while ensuring that each one meets quality standards ● Collaborating with different stakeholders to gather input and feedback
6. Specialised job competencies	● Strong understanding of learning principles, instructional design theories, and learning assessment methods. ● Proficiency in instructional design software/tools (e.g., Adobe Captivate, Articulate Storyline, Camtasia) and learning management systems. (Preferred) ● Excellent project management skills, including the ability to prioritize tasks, manage resources, and meet deadlines in a fast-paced environment. ● Exceptional communication and interpersonal skills, with the ability to collaborate effectively with cross-functional teams and stakeholders. ● Creative problem-solving abilities and a keen attention to detail.
7. Educational Qualification	● Bachelor's degree (Master's degree preferred). ● Certification in Instructional Design, education, learning management systems or a related field (Preferred)
8. Desired Experience	Proven experience (3-5 years) in instructional design and development, preferably in a social or educational setting.
9. Other desired attributes	● Familiarity with multimedia production (e.g., graphic design, video editing) is a plus. ● Manage multiple projects across digital platforms
10. Location	Mumbai
11. Salary range	65000-75000 (based on experience) + Travel Allowance + Training Reimbursement + Therapeutic Reimbursement

How to apply-

Interested candidates are invited to submit their resume along with a cover letter detailing their relevant experience and motivation to **contact@pmspl.net**