

1. Context	Executive – Content & Curriculum
2. Organogram	<p style="text-align: center;">Sr. Director, Content & Curriculum Sr. Manager, Content & Curriculum Executive, Content & Curriculum</p>
3. Key objectives of the Job	<p>To have clarity about organisation’s department goals and participate in ideation and assist in creation of evidence based content and curriculum on the issue of Child Sexual Abuse which is relevant, engaging and effective in a constantly changing cultural domain.</p> <p>To follow all processes and systems and ensure the standards of quality are maintained while writing content in a timely systematic manner for all stakeholders.</p> <p>To ensure the content created is in alignment with organization's culture, values and philosophy.</p> <p>To be able to build and guide a team of professional English editor as and when required to ensure that the organizational goal is achieved.</p>
4. Major deliverables	<p>You will participate in the ideation and create initial drafts of content for resources across all formats for children and adults such as modules, manuals, training tools which will be effective for various stakeholders on prevention and intervention of Child Sexual Abuse.</p> <p>You will be responsible to ensure that the new content developed is piloted by the respective team. You will observe the pilot sessions to ensure the efficacy and relevance of the newly created content for relevant stakeholder. You will assist in the process of documenting the learnings and insights derived from field realities, data evaluations and external environment.</p> <p>You will work closely with the Communication team to ideate and create content for events and various social media and print media platforms.</p> <p>You will coordinate with internal and external stakeholders to ensure that the required task is completed within timelines.</p> <p>You will work closely with the Sr. Manager/Manager of CC team and provide regular updates on the progress of task you are responsible for.</p>
5. Job challenge	Multi-tasking - working on different projects to ensure that the expected outcomes are met and delivered in given timeline.

	To be perceptive and be able to assess the challenges beforehand and work towards overcoming them.
6. Specialized job competencies	<p>To continuously upgrade knowledge of self and share it with the team. To be a good mentor to the team of English editors.</p> <p>To be a good team player and flag challenges related to work and seek support to overcome them on the day to day basis.</p> <p>To work persistently with ownership and be accountable towards all the deliverables.</p> <p>To make effective use of available resources and work under challenging circumstances.</p>
7. Educational qualification	<p>Graduation or Post Graduate in English literature, Education, Communications, Sociology, Psychology, Child Development, Social Work and other related fields.</p> <p>Basic knowledge of MS Office (Word, Excel, PowerPoint)_</p> <p>Language: English proficiency is a must. Knowledge of Hindi and Marathi is desired.</p>
8. Desired experience	<p>Minimum 3 years of experience in a content developer and editor role.</p> <p>Open to traveling within the city and at times outstation as and when required.</p> <p>Strong Communication Skills, both verbal and written.</p>
9. Other desired attributes	<p>Should be a stickler for detail and process adherence. Ability to summarize complex concepts and ideas.</p> <p>Prior work experience in long content format and Social Sector.</p> <p>Should be a team player and willing to work in high pressure situations.</p> <p>Should provide quality output in their work without compromising on any organization's values and standards.</p> <p>Should ensure that systems and processes are followed.</p>
10. Location	Mumbai
11. Salary range	As per market standards

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.in

