



Posting Title: Associate Instructional Designing Manager
 Location: Trivandrum/Pune, India
 Duration: Full Time

KRAs and Roles and Responsibilities
Designation: Associate ID Manager

| | | |
|---|---|--|
| 1 | Manage multiple projects | <ol style="list-style-type: none"> 1. Create Request For Proposals (RFPs) 2. Design Pilots/Demos 3. Conduct Needs Analyses 4. Prepare Analyses Reports 5. Create Design Proposals 6. Plan ID Estimates & Schedules 7. Handle Client Communication 8. Coordinate with Project Stakeholders, SMEs and cross-functional teams 9. Plan/Conduct project related training |
| 2 | Ensure cost, quality, and schedules across projects | <ol style="list-style-type: none"> 1. Conduct reviews and audits to ensure quality of all ID deliverables: <ul style="list-style-type: none"> • Prototype SBs • Developed Prototypes • Storyboards • Guidelines & Checklists 2. Perform Final QC of all Integrated Products 3. Improvise processes for efficiency 4. Solve project related issues 5. Ensure schedules and efforts are met as planned 6. Conduct team meetings at regular intervals 7. Conduct project closure meetings |
| 3 | Train and Mentor IDs | <ol style="list-style-type: none"> 1. Lend support to team members 2. Evaluate performance of team members 3. Provide constructive feedback to team members |
| 4 | Maintain Performance Related Data | <ol style="list-style-type: none"> 1. Track quality of output of team members 2. Communicate individual performance of team members to FH/IDM 3. Communicate conflicts and aspirations to the FH/IDM |
| 5 | Ensure process adherence | <ol style="list-style-type: none"> 1. Perform random audits to ensure all documents are maintained as per the ID process 2. Ensure reviews allocated to subordinates are conducted 3. Ensure reviews and errors/defects are logged in the recommended format |
| 6 | Participate in Organizational Development Programs | <ol style="list-style-type: none"> 1. Conduct general ID training 2. Train and mentor new team members 3. Provide suggestions to improvise department-wise development plans 4. Share your expertise and experience with the ID team 5. Provide innovative & creative suggestions to enhance the output of the organization 6. Develop ID white papers 7. Develop innovative products that can be put up for industry awards |
| 7 | Recruitment | <ol style="list-style-type: none"> 1. Evaluate recruitments tests 2. Screen prospective candidates 3. Check candidate references 4. Interview prospective candidates |



EXPERIENCE:

Candidates should have between 6-9 years of relevant e-learning experience

EDUCATION:

1) A Graduate in Arts (MA with English)/ Science or any graduate with a flair for writing.

OR

2) A degree in Mass communication/Journalism

OR

3) A degree/diploma/certification in Instructional Design