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

**KRAs and Roles and Responsibilities**  
**Designation: Associate ID Manager**

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<th>Manage multiple projects</th>
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<th>Ensure cost, quality, and schedules across projects</th>
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<th>Train and Mentor IDs</th>
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<th>Maintain Performance Related Data</th>
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<th>Ensure process adherence</th>
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<th>Participate in Organizational Development Programs</th>
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<th>Recruitment</th>
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| 1 | 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 | 1. Conduct reviews and audits to ensure quality of all ID deliverables:  
- 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 | 1. Lend support to team members  
2. Evaluate performance of team members  
3. Provide constructive feedback to team members | 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 | 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 | 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 | 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