



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



**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