



JOB TITLE: PROGRAM MANAGER: SKILLS TRAINING AND EDUCATION

About The Company

The Center for Applied Research and People's Engagement, (CARPE) is a Not-for-Profit Company working in sectors and geographies that are largely unexplored, offering path-breaking solutions to impact the sustainability and education space.

The organization is growing rapidly across territories, with an expanding network of clients and partners in the sectors of solid waste management, education and research. CARPE's successful in-house models created through a combination of research, consultancy and execution capabilities are delivering innovative and relevant solutions that exceed client expectations at the urban local body level in Maharashtra as well as internationally.

Currently, we are partnering with the State Government of Maharashtra for SWM systems across Urban Local Bodies; our processes are also being used by McKinsey.org on projects to reinvent the SWM systems in Buenos Aires, Argentina and Denpasar, Bali. Our education interventions span 2500 schools across the division and we have partnered with major corporate bodies with projects across sectors in Maharashtra with a focus on expanding to the state of Haryana in FY 2019-20.

CARPE is expanding its professional management team to achieve scale and sustainable growth year on year, in keeping with the massive market demands within and out-side of the country.

If you are task and people oriented, with a passion to drive impact and grow the organization ethically, we would like to invite you to a senior leadership role in our team.

Job Summary

This role requires a professional with a background in the Education space who is deeply moved to create a powerful impact in the sector. CARPE's education initiatives are guided by the need assessment surveys conducted across institutions of the region, with a focus on 21st century skills, leadership, evidence based decision making and problem solving tools. CARPE also focuses on delivering unique programs in areas that have been completely neglected thus far, such as theatre in education and children in need of special care. The Program Manager will play a key role in developing and delivering these services and creating a measurable impact in this sectoral green-field.

Duties and Responsibilities

1. Strategy
 - a. Provide support to the Program Director and in creation of strategies, plans and programs in the sector of skills training and education.
 - b. Develop the vertical's current programs to reflect a professional, standardized package for various clients and beneficiaries at scale to the state and national level from the current 2500 schools to 25,000 schools.
 - b. Expand the vertical strategically by executing training programs in newer territories such as in the states of Haryana and Chattisgarh and sectors such as adult literacy, culture and civic responsibilities, etc.
2. Administration & Operations
 - a. Designing, re-designing and/or reimagining training modules for CARPE's flagship education programs such as Design for Change, CARPE Campus Club and Immersive Learning Programs.
 - b. Facilitating the training programs on-ground as a lead-trainer.
 - c. Maintain relationships with existing partners through regular communication and updates while also developing new partnerships to achieve project goals and fulfil client & beneficiary needs.
 - d. Develop annual budget for the programs including managing project-specific budgets and administer expenditure and recover dues. .
 - e. Drive pilot testing in the sector along with various stakeholders and work with research team to translate pilots and action reports into field projects.
 - f. Create and disseminate insightful research from the programs on-hand and identify platforms for publication and presentation of the same .
 - g. Develop and implement quality control strategies
3. Leadership
 - a. Responsible for managing the team for Education, Skilling & Training and assist in all support process for the same like recruitment, performance management, training etc.
 - b. Responsible for maintaining relevance of programs and quality in their delivery.
 - c. Manage relationships with key stakeholders including, administrative and political government leaders current and potential donors and all other partners.
 - d. Energize and motivate the team of trainers and researchers reporting to the Program Manager.

Qualifications and Skills

1. 5+ years' work experience
2. 3+ years' experience in the Education and training sector.
3. Advanced organizational leadership skills and training skills
4. Excellent written, oral communication skills and presentation skills
5. Program development focused-mindset with a clear understanding of the education and training space.
6. Motivated, self-driven, inspirational and ethical leader and team-player.

**Salary**

Competitive package with commensurate experience

Reports to

Founders and COO

Location

The role is located at the historical city of Aurangabad, the tourism capital of Maharashtra. The role will require travel to various locations within the state and country.

Link to Apply

<https://goo.gl/forms/aDtugyGpuBAqHqVy2>