

Job Description: Senior Capacity Building Associate, ASER Centre, New Delhi

Employment type	Full time
Reporting to	Head Capacity Building, New Delhi
Location	New Delhi
Travel	May require travel to program sites, partner locations, or training venues.
Duration	Minimum 2 years' commitment
Remuneration	10-11 LPA
Deadline	February 15 th 2025

Organization overview

Established in 2008, ASER Centre (www.asercentre.org) is the research wing of Pratham Education Foundation (www.pratham.org), which seeks to use simple yet rigorous methods to generate evidence on scale on the outcomes of social sector programs. It also aims to strengthen the link between evidence and action by building the capacity of individuals and institutions to design, conduct and understand assessments that focus on key outcome indicators, and to adopt effective ways of communicating and acting on the gathered evidence. ASER Centre's flagship program is the Annual Status of Education Report, which is one of the largest household surveys of children in India.

Position overview

The Senior Capacity Building Associate will be responsible for strategizing, designing, implementing, evaluating and documenting the capacity-building initiatives undertaken by ASER Centre. This role involves close collaboration with internal and external stakeholders to develop tailored training programs, further organizational growth, and ensure sustainable growth of the Capacity Building Unit in line with the organization's vision. Under the guidance of the CB head, the Senior Capacity Building Associate will carry out the following responsibilities:

1. Stakeholder Engagement

- Build and maintain relationships with internal teams, external partners, and community stakeholders.
- Collaborate with subject matter experts to ensure content relevance and accuracy.

2. Program Design and Development

- Develop comprehensive capacity-building strategies and programs aligned with organizational objectives.
- Conduct needs assessments to identify skill gaps and training requirements for stakeholders.
- Create and curate training and communication materials, and resources tailored to diverse audiences.

3. Training Delivery and Facilitation

- Facilitate workshops, webinars, and on-site training sessions for diverse groups, including staff, partners, and community members.
- Develop and utilize innovative and interactive training methods to ensure engagement and knowledge retention.

4. Monitoring and Evaluation

- Establish metrics and frameworks to measure the impact and effectiveness of capacity-building initiatives.
- Collect feedback from participants to refine and improve training programs.
- Prepare and present detailed reports on program outcomes and recommendations for future initiatives.

5. Resource Management

- Manage budgets and resources allocated for capacity-building activities.
- Identify and secure additional funding or partnerships to support program sustainability.

6. Knowledge Sharing and Best Practices

- Stay updated on industry trends, methodologies, and best practices in capacity building and training.
- Lead the development of knowledge-sharing platforms and communities of practice within the organization.

Qualifications and skills

Education: Master's degree in Education, Organizational Development, Social Sciences, or a related field.

Work experience:

- Minimum of 5–7 years of experience in capacity building, training, or organizational development.
- Proven track record of designing and implementing successful training programs.

Technical Skills:

- Proficiency in training tools and software (e.g., LMS platforms, virtual facilitation tools).
- Strong analytical skills for needs assessment and program evaluation.

Soft Skills:

- Excellent communication, facilitation, and interpersonal skills.
- Strong project management and organizational abilities.
- Ability to work collaboratively in a multicultural environment.

Organisational skills:

- Able to work under minimum supervision.
- Able to manage multiple projects simultaneously with great attention to detail.
- Able to manage large and diverse teams effectively.
- Able to handle work pressure and deliver under tight schedules.
- Take initiative and think innovatively.
- Ability to work with a team-oriented / non-hierarchical approach with diverse groups of people.
- Ability to build strong relationships as a trusted partner and work remotely with the other members of the team.

Application process

To apply, please write '**Application for Senior Capacity Building Associate**' in the subject line and email the following documents to recruitmentsasercentre@gmail.com

- Latest CV
- Statement of Purpose (SOP) describing your motivation to apply and how you make a good fit for this role in not more than 700 words.

Incomplete applications will not be considered. Shortlisted candidates will be contacted for three subsequent rounds: telephonic/online interview, written assignments, and a final interview.

Only shortlisted candidates will be contacted at each stage of the recruitment process.