

## **Job Description**

### **Role Overview:**

The Manager to Sr. Manager - Learning and Development will lead the design, delivery, and management of comprehensive learning programs for organization's employees, volunteers, and fellows. This role integrates capacity-building initiatives across multiple program verticals, focusing on leadership development, volunteer engagement, and educational equity. The incumbent will serve as a strategic partner to program leaders and stakeholders, driving impactful learning journeys that align with organization's vision.

### **Key Responsibilities:**

- **Design and Deliver Learning Programs:** Lead the design, development, and facilitation of training and capacity-building workshops for employees, volunteers, and fellows, ensuring alignment with organization's strategic objectives and diverse program needs.
- **L&D Strategy and System Management:** Develop and implement strategic learning plans, manage the Learning Management System (LMS) for seamless delivery and tracking, and curate impactful learning journeys that foster leadership and mentorship capabilities across the organization.
- **Stakeholder Collaboration and Communication:** Partner with organizational leaders and program managers to identify training needs, promote L&D initiatives, and serve as the primary point of contact for all learning and development queries.
- **Measurement, Evaluation, and Continuous Improvement:** Establish and apply robust frameworks and KPIs to assess the effectiveness and impact of L&D programs, using data-driven insights to enhance learning outcomes, employee engagement, and leadership growth.
- **Vendor and Budget Management:** Oversee L&D budgets, negotiate contracts, and maintain productive relationships with external training providers to ensure high-quality and cost-effective learning solutions.

### **Preferred Qualifications and Experience:**

- Graduate, post-graduate, or fellowship in relevant fields such as Organizational Psychology, Human Resources, Education, or Social Sector Management.
- 5-9 years of experience in Learning & Development, preferably within NGOs, volunteer organizations, or social sectors.

- Proven experience in coaching, professional training, and leadership development.
- Experience designing and managing L&D programs for diverse audiences including employees, volunteers, and fellows.

**Skills and Competencies:**

- Strong ability to build and deliver effective learning programs including e-learning and blended learning courses.
- Excellent analytical skills to interpret complex ideas and data for actionable recommendations.
- Ability to manage multiple programs and stakeholders simultaneously with strong organizational skills.
- Exceptional communication, coaching, facilitation, and presentation skills.
- Familiarity with Learning Management Systems and digital learning platforms.
- Capacity to design strategic learning plans and measure impact effectively.

Please share your resume at: [contact@pmspl.net.in](mailto:contact@pmspl.net.in)