
Job Description- Program Officer (Content)

Mobile Creches, (MC) a pioneer NGO, has been operational since 1969, providing child-care and health services to about a million children of marginalized communities across urban, rural and peri-urban areas of India by supporting 2000+ creche centres across 13 states and union territories.

MC pioneered the cause of Early Childhood Care and Development (ECCD) and focuses on the young children under six years in urban slums, construction sites and rural areas. MC's multi-pronged approach- working with children, parents and communities; training and ECD partnership address both the short and long term needs of children. It is officially recognized as a creche resource agency by the government and is on the path by scaling up through technical partnerships with government and other players in civil society.

As an organization, Mobile Creches adheres to a strict safeguarding policy. All staff, volunteers, interns, vendors, consultants etc. are obliged to be aware of the conditions of this policy, be a signatory to this and follow the norms.

Function – Program Strategy & Team

Sub -Function – Content & Innovation

Position Details

Designation- PO (Content)

Level/ Band- 4

Reporting to (Position): Manager (Content)

Educational Qualifications- Minimum Graduate or Post-Graduation preferably in Early Childhood care and Education/ Child Development/ Human Development/ Psychology/ Education/Elementary Education or similar discipline.

Total work Experience in the relevant field- - Minimum 1-2 years' experience of working in the social development sector.

Job Description- Responsibilities included and not limited to -

1. Assisting in creating curriculum content such as curriculum modules, supportive materials etc., for Under 3s, 3-6 years and 6-12 years old, which are developmentally appropriate, inclusive and culturally relevant for children of varied abilities, gender and backgrounds.

2. Field testing the curriculum developed and assisting in finalizing the content.
3. Assisting in drafting video scripts, training modules and resources, etc. for enhancing training programme of the organization.
4. Organizing meetings for curriculum and modules' development.
5. Assisting in developing needs-based training modules using digital formats, and in conduct of trainings.
6. Tracking budget and project activities as per guidance of the Manager.
7. Assisting in integrating recent knowledge and best practices in ECD, Gender etc. in MC's modules.
8. Analyzing data and making reports as needed.
9. Managing vendors for various content related tasks.
10. Supporting team in organizing events/visits, etc. as per the need.

Key skills –

- Excellent oratory and writing skills in Hindi and English Language.
- Strong understanding of ECD and ECCE.
- Experience in developing and using online training materials.
- Strong writing and record keeping ability for reports and training manuals.
- Good computer skills- MS Office, AI, Canva and internet.
- Good data analysis skills.
- Guiding Training and Facilitation skills.
- Familiar with Participatory training methodology.
- Ability to motivate others and inspire trust.
- Ability to relate with audience at the grass root level.
- Familiarity with traditional and modern training methods, tools and techniques.

Location: New Delhi

The Program Officer may need to travel to other states- Odisha, Chhattisgarh, Jharkhand, Karnataka, Maharashtra etc., for field observations, need assessment surveys, conducting trainings and other project related tasks. The Candidate shall be willing to travel for 5-7 days at stretch within a gap of 3-4 months in a year, as per the programme needs.

Candidates willing to apply may please forward their resume to hadmin@mobilecreches.org along with a cover letter and the last drawn CTC.

In the subject line you may please mention the designation "PO (Content)".