

## **Role Description**

### **Role Title:**

Specialist - People development  
Facilitator - People development

**Location:** Azim Premji Foundation - Bangalore

**Number of positions:** 5

### **Key Responsibilities:**

Create and carry out the process of conceiving, designing, packaging, transacting, evaluating, and continuously improving content & portfolio of training modules related to education management.

### **Qualifications:**

**Essential:** A graduate in humanities & social sciences.

**Preferred:** A post graduate in humanities & social sciences.

### **Experience (Nature and Duration):**

- Development sector experience in capacity building.
- Corporate training and capacity building background.
- Corporate management background, good at developing subordinates.
- At least 2 positions are for candidates with a minimum of 8 to 10 years experience.
- Balance positions are for candidates with a minimum of 4 years experience.

### **Specific Job Competencies Required:**

- Facilitation skills (active listening, able to generate ideas, hold multiple contrasting views, bring convergence).
- Subject matter specialisation (strong theoretical understanding of management, social and psychological sciences and their practical application for large systems, ability to unearth underlying assumptions, attitudinal issues and to develop solutions; craving for ideal solutions; ability to create conducive environment to realise the potential of people through deeper thinking and experiential learning).
- Spoken communication (ability to effectively listen to others and be able to verbalize to create targeted understanding).
- Initiative and drive (ability to own the responsibility and act without being told; demonstrate energy and enthusiasm while pursuing work).
- Conceptual & analytical ability (ability to do root cause analysis of behavioural and organisation development issues to be able to develop solutions to significantly enhance individual effectiveness, ability to evolve principles out of practical and experiential situations, ability to gather relevant facts, data and information to synthesise the same in a logical and coherent manner; Has the curiosity to identify the most appropriate insights in any area of management by surveying literature and interacting with experts).



- Learnability (openness to accept areas of ignorance; willingness and ability to make efforts to gain knowledge, comprehension, or mastery of a subject through experience, interactions or study).
- Passion for contributing to the development sector.
- Team building & team work (ability to motive people to work towards a common cause; ability to work as an effective and contributing member of a team; ability to relate to others).
- Resilience, patience & persistence (ability to successfully meet adverse conditions; ability to bear with the situation without giving up).
- Is fluent in written and spoken Kannada & English or Hindi & English.

**Please email your detailed resumes to [careers@azimpremjifoundation.org](mailto:careers@azimpremjifoundation.org) with the role title in the subject line**