

ABOUT SNEHA

SNEHA, a Mumbai based non-profit organization that works with women, children and families in communities; and with public health and safety systems. Our innovative work in vulnerable settlements aims to reduce maternal and neonatal mortality and morbidity, child malnutrition, reduce adolescent anemia and gender-based violence - all key determinants of health equity for the family and the community at large. Today, SNEHA is a 500+ person-strong organization with extensive on-ground experience in helping build healthy lives of urban women and children

Our programs include Maternal and Child Health, Empowerment Health and Sexuality of Adolescents, Public System Partnership, Prevention of Violence against Women and Children, Nurse Aide Program, Palliative Care, and Livelihood Generation.

ABOUT THE PROJECT

The SNEHA Knowledge Centre is an initiative to strengthen the health promotion and violence prevention ecosystem for women and children in India through the development, scaling and sharing of evidence-based solutions. The Knowledge Centre has operationalized three major components of its work: (1) The SNEHA Academy, (2) Partnerships and Scaling and (3) Collaborations and Outreach. SNEHA will offer online and offline courses, customized training and strategic advice to other partners.

Through this hybrid center (online and offline), SNEHA will work with various groups of government, civil society organizations, private sector, media and academic institutions to bring the issue of health promotion and violence prevention to the forefront. The digital platform will compile national and international resources, provide customized training packages, and enable collaborations, while the offline activities will include providing strategic advice and support to community-based organizations, incubating projects in violence prevention and health promotion and networking with different stakeholders in the space. This initiative draws upon SNEHA's expertise in the field of health research and programming over the last twenty-five years and is crucial to building system-wide collaborations and co-learning in the field of health promotion.

The candidate will work with two flagship programs of SNEHA: Maternal and Child Health and Prevention of Violence against Women and Children.

SNEHA's maternal and Child Health program aims to improve the health and Nutritional status of women and Children in urban informal settlements by forming partnerships with Government systems to enable them to deliver quality health and nutrition services and engaging with community volunteers to influence the behavior of caregivers.

SNEHA's Program on Prevention of Violence against Women and Children (PVWC) aims to develop high-impact strategies for primary prevention, ensure survivors' access to protection and justice, empower women to claim their rights, mobilize communities around 'zero tolerance for violence', and respond to the needs and rights of excluded and neglected groups. Using a socio-ecologic model as a framework for action at different levels to prevent violence, the program works on primary prevention, secondary intervention and tertiary prevention.

“WHAT’S IN IT FOR ME” (WIIFM) - AT SNEHA

At SNEHA, our fundamental belief is that prioritizing people is key, demonstrating our strong dedication to nurturing a supportive and growth-driven atmosphere. We uphold an open-door policy that champions transparency and open dialogue. We actively invite employees to voice their ideas, feedback, and concerns, fostering a culture where innovation and teamwork can flourish.

If you value excellence and are passionate about nurturing individuals, SNEHA is the perfect place for you!!

For detailed Information visit our website: www.snehamumbai.org and follow us on:

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PROFILE SNAPSHOT

Designation: Curriculum Development Manager.

- ✦ **Role:** The Curriculum Development Manager will play a pivotal role in shaping the educational landscape of SNEHA Academy. This position involves designing and developing comprehensive training curricula that address skills gaps and foster effective learning experiences for trainees. The candidate is responsible for designing, implementing, evaluating, and continuously improving educational programs, training modules, or instructional materials. Their role is both strategic and operational, ensuring the curriculum aligns with organizational goals, industry standards, and learner needs.
- ✦ **Educational Requirement:** M.Phil/ Ph.D in Social Sciences or equivalent
- ✦ **Experience:** 6-8 Years of relevant experience industry
- ✦ **Location:** Across Mumbai
- ✦ **Reports to:** Program Director
- ✦ **Apply:** Applications are to be sent via email to damini.pandey@snehamumbai.org with the Subject line: "Curriculum Development Manager"
- ✦ **Date Published:** 18-June-25

Comprehensive overview of the position

Core Responsibilities

1. CURRICULUM DESIGN & CONTENT DEVELOPMENT

- Design inclusive and engaging curricula tailored to diverse learner groups (e.g., women, youth, field-level staff).
 - Develop course content using participatory and adult learning principles — including videos, quizzes, interactive modules, job aids, and facilitator guides.
 - Adapt training materials to local contexts, languages, literacy levels, and cultural nuances.
 - Integrate low-tech or digital tools (e.g., WhatsApp modules, mobile apps) for effective outreach and learning.
 - Align course materials with SNEHA's Learning Management System (LMS).
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2. NEEDS ASSESSMENT & CONTEXTUAL RESEARCH

- Conduct field-based research using surveys, interviews, and participatory tools to assess training needs.
 - Analyze social, cultural, economic, and literacy contexts to inform curriculum design.
 - Collaborate with field teams and beneficiaries across programs (MCH, PVWC) to co-create meaningful learning solutions.
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3. CAPACITY BUILDING & COLLABORATION

- Design and implement Training of Trainers (ToT) modules for internal staff to ensure program scalability and sustainability.
 - Work closely with program managers, advocacy teams, and partner organizations to ensure training content is aligned with broader program goals and advocacy initiatives.
 - Support trainers with well-organized digital and physical resources.
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4. MONITORING, EVALUATION & LEARNING (MEL)

- Work in partnership with the Monitoring and Evaluation team to define learning outcomes and indicators.
- Gather and analyze feedback from trainees and facilitators to improve course effectiveness.
- Conduct regular field visits, assessments, and pre/post-training evaluations.
- Adapt training strategies (especially webinars) based on real-time feedback and data.

5. DOCUMENTATION & REPORTING

- Maintain detailed documentation of content development including drafts, versions, translations, and feedback loops.
 - Develop narrative reports, case studies, and success stories to highlight program impact.
 - Ensure systematic follow-up with trainees and build long-term engagement beyond training sessions.
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CRITICAL TRAITS

- **Curiosity and Learning Orientation** – A natural desire to explore new methods, adapt content, and stay updated with trends in education.
- **Empathy** – The ability to understand learner challenges, especially in low-literacy or marginalized communities.
- **Cultural Sensitivity** – Values diversity and designs inclusive content that respects local customs and practices.
- **Resilience** – Maintains focus and quality under tight deadlines, field challenges, or while adapting to evolving program needs.
- **Initiative** – Proactively identifies gaps in training or systems and takes action without needing direction.

BEHAVIORAL COMPETENCIES

- **Analytical Thinking** – Applies research, feedback, and data analysis to create effective, context-driven content.
- **Communication Skills** – Articulates ideas clearly and adjusts communication style based on the audience (field teams, trainers, program staff).
- **Collaboration and Teamwork** – Works effectively with cross-functional teams and co-designs with stakeholders and communities.
- **Planning and Organization** – Manages multiple projects, maintains detailed records, and ensures timely delivery of materials.
- **Technological Adaptability** – Applies and adapts digital tools like LMS platforms, mobile apps, or low-tech formats in training content.
- **Contemporary Knowledge Application** – Demonstrates familiarity with current trends in education and training methodologies and integrates them into program design and delivery.

DESIRABLE

- Prior work in higher education institutions will be an added advantage.

“Come and be a catalyst for innovation and positive change—apply today to shape the future with us!”