

Role Description

Role Title: Documentation Specialists

Placement within the Azim Premji Foundation: The Education Leadership and Management function

Location: Bangalore

Positions available: 1

Background to the Education Leadership and Management function:

To contribute to the Foundation's vision of an education that facilitates a "just, equitable, humane and sustainable society", the Education Leadership and Management (ELM) function works to contribute to the development of strong sustainable education leadership & management in country through:

1. Building a valuable body of knowledge in the ELM space through primary and secondary research.
2. Creating robust principles, frameworks, systems & processes for developing education leaders, managers & institutions.
3. Building the capabilities of Education Leaders & Managers in the education system
4. Creating a pool of individual talent and institutional capability for development of Education Leadership and Management within & outside the education system.
5. Advocating the need for ELM as a significant contributor to quality education.
6. Evolving as a credible body for suggesting policy reforms.
7. Understanding, identifying & advocating critical issues for change of policies affecting education.
8. Building strong networks & partnerships for Education Leadership & Management.

Approach to building a valuable body of knowledge in the ELM space:

Knowledge of how leadership and management applies to education, especially in large education systems is an emerging area. Building this Body of Knowledge (BOK) in the ELM space is carried out by a team of BOK specialists and facilitators through primary and secondary research, conceptualizing and writing, documentation and evaluation on programs, research on program effectiveness, developing case studies, translations etc.

Key Responsibilities:

- Undertake field study whenever required.
- Develop case studies contribute to building a robust Body of Knowledge that can be shared with larger world.
- Document various process and feedbacks received and present them for improvement of Education Leadership and Management programs and initiatives.
- Trans-create documents from English to Kannada and vice versa.
- Trans-create documents from English to Hindi and vice versa.

Qualifications:

- Masters degree in Social Work, Development Journalism, Kannada or Hindi

Experience:

- Minimum 5 -10 years of experience in documentation of study/research
- Proven track record of translation from English to Kannada and vice versa in the field of Education/Social science
- Proven track record of process documentation and documentation of field activities in the field of Education/Social science
- Published articles/case studies

Specific Job Competencies Required:

- Strong analytical and observational abilities
- Effective writing in English language, including presenting complexities in simple language
- Ability and willingness to undertake extensive field work
- Understanding of documentation/ publication processes
- Understanding of Indian education sector
- Ability to develop case studies
- Language proficiency in Kannada/Hindi for transcreation to English and vice-versa
- Basic computer knowledge

Please email your detailed resumes to poonam@azimpremjifoundation.org with the role title in the subject line.