



Position: Curriculum Officer

Position: Curriculum Officer
Type: Full time
Company: VOICE 4 Girls
Location: Based in Hyderabad
Reports to: Curriculum Manager/Senior Program Officer

Founded in 2011, **VOICE 4 Girls** is a Non-Governmental Organisation whose mission is to enable marginalized adolescent girls in India to take charge of their futures by imparting critical knowledge, spoken English, and life skills through activity-based camps. Currently operating in India, we carry out our mission through out-of-school camps. During the pandemic, VOICE adapted its programs to an online platform. The flagship program of VOICE, the Her VOICE aims at providing adolescent girls with knowledge on health, safety, rights, and future planning. VOICE creates a safe space for girls to learn and grow. While we were working with girls, we also realised the need to start working with various stakeholders, especially boys. Through the Boys 4 Change program, which was started in 2018, we aim to break gendered socialisation for boys and help to raise a gender sensitive generation.

Position Description

The Curriculum Officer will be responsible for developing educational materials for VOICE 4 Girls' core programming initiatives. The detailed tasks are mentioned below:

- Research, outline, and write regionally relevant modules that impart critical knowledge, life skills and leadership life-skills to the adolescents, while directing the facilitators on how to manage the classroom, facilitate the activities and run camp.
- Create activity-based curriculum that can be implemented with minimal resources.
- Develop English content in the areas of grammar, vocabulary and spoken English.
- Develop manuals and training sessions for VOICE facilitators. Think of innovative ways to engage and educate the trainers (technology, peer to peer learning etc)
- Analyse feedback from stakeholder focus groups as well as written reports. Assess feedback from previous camp years and make recommendations for revision as well as map new content for additional chapters.
- Evaluate existing VOICE programming and making recommendations for improvement and development. Research best practices for gender programming and education.
- Monitor the program during implementation and evaluate it and revise as needed.
- Co-ordinate with other VOICE teams and service providers (graphic designers, copyeditors and illustrators) to ensure timely delivery of books and manuals.
- Co-ordinate with translators to make sure that content is translated as and when required.
- Develop IEC materials such as flipbooks and charts
- Train counsellors and field co-ordinators on VOICE modules as and when required.

Requirement for candidates

- Prior experience working with community-based projects and experience in social sector is preferred
- Ability and willingness to travel to rural schools/locations



- Strong English writing and communication skills
- Outstanding organizational skills and work ethic
- Strong MS Word skills
- Designing skills (use of Canva, Mailchimp, etc) preferred
- Background in teaching or education is preferable
- Knowledge of spoken Telugu will be an advantage (not mandatory)

Desired criteria for candidates

- Ability to think independently and be proactive without constant supervision
- Passion for gender development and empowering adolescent girls
- Knowledge of issues pertaining to the development and education of girls
- Experience in the field of education and teaching
- Past experience in content development

Salary: 4,20,000 - 4,80,000 Per annum

Hiring Process:

Interested candidates, please write an email to hr@voice4girls.org

The email should contain the following:

- Cover Letter stating why are you suitable for the position applied
- Resume
- Are you based out of Hyderabad? If not, are you willing to relocate?

If you are selected, you will receive a call from us. **As we receive applications in bulk, we will not be able to respond to each one individually and only selected candidates will be informed.**

For more details on our work, please visit our website www.voice4girls.org