

Learning and Development Intern

Location: New Delhi (open to travelling)

Status: Full-time

Deadline: Rolling until filled

About Accountability Initiative

Accountability Initiative (AI) at the Centre for Policy Research is a research driven non-profit that advances transparent governance, and accountable policy implementation which can serve people's needs. We identify and analyse the reasons that work against efficient public services delivery in India. We provide the evidence to policymakers and implementers to enable decision making that is responsive to the ground reality. We believe that accountability of the administrative machinery to the people forms the bedrock of good governance, which lies at the heart of all our efforts.

Accountability Initiative currently has operations and staff in 5 Indian states.

Job Description

AI is seeking to hire a Learning and Development intern to assist its capacity building, and knowledge management work. The L&D intern will help in running AI's capacity building course called '**Hum aur Hamaari Sarkar**'.

The course underlines the capability gap in the governance structure and unravels the root causes of administrative failure on the ground towards finding answers to the question of what can be done to improve state capability in India. The course reflects on how the voice of the people can be strengthened in order to demand accountability from the government. The course is conducted for grassroots level development professionals working towards improving public services as well as Panchayat Samiti members by our field associates in Hindi.

Key Tasks and Responsibilities

The role of the L&D intern will primarily include assisting with developing curriculum (including research), documentation and operations of running the course.

- Conduct and collate research to build and/ update content of the course
- Refine current TOT manual and create handouts and other relevant resource material
- Assist with creating marketing material
- Document the courses and their evaluation
- Assist with organizing logistics for the course
- Assist with coordination with field teams

Required Qualifications

- Interest in governance, public policy and/or social sector in general
- Strong research capabilities
- Exceptional written and oral communication skills
- Comfortable working in 'Hindi'
- Excellent organisational and planning skills
- Ability to share knowledge and work in a strong team oriented environment.
- Proficient in Word, Excel, PowerPoint
- Open to traveling
- Open to learning and getting their hands dirty on the job!

The requirement is on immediate basis. To apply, submit your candidature to Rajika Seth at rseth@accountabilityindia.org. Applications should include a CV and Cover Letter on your suitability and interests.