

Job Title: Sr. Associate / Assistant Manager – Instructional Design

Department: NOS & Learning Solutions

Job Overview:

We are looking for a dynamic and detail-oriented Senior Associate / Assistant Manager – Instructional Design to support the end-to-end development of learning solutions. This role involves hands-on work in content development, instructional material creation, and eLearning production support. The ideal candidate should have a strong foundation in instructional design methodologies, be proficient in creating engaging content, collaborate effectively with subject matter experts, and contribute independently as an individual contributor.

Key Responsibilities:

- Develop instructional content for Qualifications, Micro-Credentials, and customized training programs.
- Support curriculum design and structuring for new Job Roles (JRs) in alignment with skill development frameworks.
- Design, revise, and adapt learning materials to suit varied learner needs and program objectives.
- Collaborate with subject matter experts to transform technical content into engaging, learner-centric modules.
- Create and refine PowerPoint presentations, facilitator guides, and learner handbooks for training delivery.
- Develop learning solutions across modalities including self-paced, instructor-led, and virtual formats.
- Contribute to storyboard and script development for eLearning modules.

Required Skills & Competencies:

- Strong understanding of instructional design principles and adult learning theories.
- Excellent communication and content writing skills.
- Proficiency in MS Office and Proficiency with e-Learning authoring tools.
- Ability to manage multiple projects and deadlines efficiently.
- Attention to detail and commitment to quality.

Educational & Professional Qualifications:

- Bachelor's degree or Master's Degree in Education, Instructional Design, Mass Communication, or a related field.
- 3–5 years of relevant experience in instructional design or learning content development.