JOB DESCRIPTION

Programme Manager – Centre for National Training (CNT)

Position Title	Programme Manager – Centre for National Training
Organization	India International Institute of Democracy and Election Management (IIIDEM)
Location	IIIDEM Campus, Dwarka, New Delhi
Employment Type	Contractual (Through NISG)
Annual CTC	Rs. 12 – 16 LPA (Inclusive of all benefits)
Number of Positions	1

ROLE OVERVIEW

The Programme Manager, CNT shall be responsible for planning, coordinating, monitoring and overseeing IIIDEM's national training architecture for the electoral workforce, delivered in a cascaded manner across national, state, district and assembly levels.

The incumbent will lead a team of Programme Officers and Training Associates and provide strategic, operational and administrative support for the National Election Training Policy, standardised training material for all electoral stakeholder categories, the NLMT–SLMT–DLMT–ALMT trainer certification cascade, and the annual national training calendar.

The position requires strong programme management, pedagogy orientation, stakeholder management and coordination skills, along with the ability to work with ECI functional divisions, CEO offices, DEOs, ROs and Master Trainer pools across States/UTs.

SCOPE OF WORK

- Lead planning, execution, monitoring and reporting of national training programmes, trainer certification courses, workshops and national conferences.
- Supervise and mentor Programme Officers, Training Associates and Research Associates assigned to the Centre.
- Coordinate with ECI functional divisions, field offices, CEOs, DEOs and Master Trainers on all training matters.
- Drive standardisation of training pedagogy, session plans, handouts, presentations, case studies, AVs and question banks across all electoral stakeholder categories.
- Ensure timely delivery of the training calendar, certification milestones and knowledge management outputs.
- Support the National Election Training Policy, the National Trainer Development Programme and the Model District Training Centres initiative.

KEY RESPONSIBILITIES

Programme Planning & Management

- Lead end-to-end planning and execution of the annual national training calendar for senior functionaries (CEOs, DEOs, ROs, SLMTs and others).

- Develop annual work plans, training schedules, certification timelines and monitoring mechanisms.
- Ensure resource planning, risk management and issue resolution across the training cascade.

Team Leadership

- Manage, mentor and supervise a team of 2–3 Programme/Training Associates and support staff.
- Allocate course ownership, monitor progress against material-updation timelines and ensure quality of output.
- Build internal capability in instructional design and training delivery.

Stakeholder Management & Coordination

- Liaise with ECI divisions, CEO offices, DEOs, ROs, NLMTs/SLMTs, domain experts and Core Expert groups.
- Secure State nominations for certification courses and close follow-up actions.
- Facilitate consultations with Core Experts on pedagogy and material review.

Key Internal Interfaces

- **School of Electoral Laws** — review and clearance of legal content in training material for domestic themes.
- **School of Election Technology** — conversion of course content into digital modules and LMS onboarding.
- **Centre for Research and Innovation** — intake of completed research for conversion into training modules and case studies.
- **Strategic Programme Management Unit** — training calendar consolidation, milestone reporting and risk escalation.

Training Programme Execution

- Manage delivery of NLMT, SLMT and DLMT certification courses, refresher training and re-certification.
- Oversee preparation and updation of lesson plans, handouts, PPTs, booklets and short AVs for all stakeholder categories.
- Support rollout of the National Training & Capacity Building Portal and Model District Training Centres.

Reporting & Documentation

- Prepare concept notes, course completion reports, booklets, progress reports and management dashboards.
- Maintain training records, certification databases and the institutional knowledge repository on constitutional provisions, electoral Acts, Rules and instructions.
- Present periodic updates to senior management.

Monitoring & Quality Assurance

- Monitor training delivery at State, District and Assembly levels against standards.
- Identify risks and implementation gaps in the cascade and recommend mitigation.
- Ensure adherence to IIIDEM pedagogy, assessment and certification standards.

EDUCATIONAL QUALIFICATION

Essential

- Master's Degree in Public Policy, Public Administration, Management, Education/Instructional Design, Social Sciences, Development Studies, Governance, Political Science, Economics or related discipline from a recognized University/Institution; OR
- Bachelor's Degree in the above disciplines with significant relevant experience in training management, capacity building or institutional coordination.

Desirable

- **Certification or formal training in instructional design, adult learning or Training-of-Trainers methodology; prior experience of managing multi-tier or cascaded training systems.**

EXPERIENCE REQUIREMENTS

- **Minimum 5–8 years of professional experience in the relevant domain, of which at least 2 years shall be in a supervisory capacity involving direct management of professional staff.**
- Experience in Training Management, Capacity Building, Learning & Development, Programme Management, Governance or Development Sector.
- Experience of managing large-scale or multi-tier training programmes.
- Experience in stakeholder engagement with government organisations.

REQUIRED SKILLS & COMPETENCIES

Leadership & Management

- Strong leadership and team management capabilities.
- Ability to supervise multidisciplinary teams and manage multiple priorities.

Communication & Coordination

- Excellent verbal and written communication skills.
- Strong interpersonal, negotiation and stakeholder management abilities.

Programme Management

- Strong planning, execution, monitoring and reporting skills.
- Ability to manage timelines, budgets, risks and deliverables.

Analytical & Problem Solving

- Strong analytical thinking and decision-making skills.
- Ability to identify implementation challenges and develop practical solutions.

Technical Skills

- Proficiency in Microsoft Office Suite, project management tools, dashboards and presentation software.
- Strong report writing, documentation and presentation skills.

KEY RESULT AREAS (KRAs)

- Timely delivery of the annual national training calendar.
- Completion and quality of standardised training material across stakeholder categories.

- Expansion and certification of the NLMT/SLMT/DLMT trainer pool.
- Effective supervision of Training/Programme Associates.
- Quality of course documentation, completion reports and dashboards.
- Upkeep of the knowledge repository and training portal.
- Contribution to the National Election Training Policy and trainer development framework.

KEY PERFORMANCE INDICATORS (KPIs)

KPI	Measurement Criteria
Training Calendar Delivery	≥ 95% scheduled programmes delivered within approved timelines
Material Standardisation	100% of assigned courses with updated lesson plans, handouts and PPTs
Trainer Certification	Certified NLMT/SLMT/DLMT numbers achieved against annual targets
Team Management	Effective supervision and performance of Programme/Training Associates
Stakeholder Coordination	Timely closure of nominations and State follow-up actions
Reporting & Documentation	100% submission of course completion reports and dashboards
Knowledge Management	Repository and portal updated within defined cycles
Quality Assurance	Participant assessment and feedback scores against benchmarks
Risk Management	Timely identification and resolution of delivery risks