



Rythmus Foundation

Job Description

Position Title:	Manager – L & D
Key Responsibility:	- Design and implement comprehensive training programs, including onboarding, professional, and leadership development. - Conduct organization-wide training needs assessments through surveys and stakeholder interviews. - Develop and execute a long-term L&D strategy aligned with the NGO's strategic goals. - Facilitate engaging in-person and virtual training sessions using diverse learning methodologies. - Foster a culture of continuous learning and professional growth across the organization. - Establish and manage coaching, mentorship, and peer-learning initiatives. - Measure training effectiveness using evaluations and performance metrics to ensure impact. - Collaborate with leadership and department heads to align L&D with evolving needs. - Manage the L&D budget, track all activities, and report on progress to management and donors. - Build partnerships with external training providers to enhance learning offerings.
Essential Skills	- Instructional Design & Training Delivery - Facilitation & Presentation Skills - Training Needs Analysis & Strategy - Project & Budget Management - Stakeholder Engagement & Collaboration - Learning Management Systems (LMS) Proficiency - Coaching & Mentoring - Program Evaluation & Data Analysis - Cultural Sensitivity & Emotional Intelligence
Location	Remote
Qualification	Any Graduate / B.Com / M.Com / BBA
Experience Required	03 to 05 Years relevant experience.
Nature of Job	Full-Time / Part-Time / Contractual On-site / Hybrid / Remote