



Job Title: Curriculum Officer

Location: Hyderabad

Reporting to: Programme Manager

Job Type: Full-time

Role Overview

The Curriculum Officer will be responsible for developing, reviewing, and enhancing educational materials for VOICE- 4's core programming initiatives. This includes creating activity-based modules that impart critical knowledge, life skills, and leadership skills to adolescents. The role also involves training facilitators, monitoring implementation, incorporating feedback, and ensuring high-quality programme delivery aligned with VOICE's mission of empowering adolescents.

Key Responsibilities

- Research, outline, and write regionally relevant modules for adolescents and young women, focusing on health, safety, rights, and life skills.
- Create activity-based curriculum adaptable to low-resource settings.
- Develop English content for grammar, vocabulary, and spoken English.
- Design manuals, training sessions, and innovative engagement tools for facilitators.
- Analyse and integrate feedback from stakeholders, past programmes, and focus groups to revise and improve content.
- Monitor and evaluate programme implementation, making recommendations for improvement.
- Coordinate with designers, editors, illustrators, and translators for timely production of content.
- Develop IEC materials such as flipbooks and charts.
- Train counsellors and field coordinators on curriculum modules as needed.

Key Performance Indicators (KPIs)

- Delivery of curriculum modules and manuals within agreed timelines.
- Positive feedback from facilitators, adolescents, and other stakeholders.
- Effective incorporation of monitoring and evaluation data into curriculum improvements.
- Number and quality of training sessions conducted for facilitators and coordinators.
- Timely coordination with service providers ensuring production deadlines are met.
- Demonstrated alignment of curriculum with VOICE's gender and adolescent empowerment goals.



Required Qualifications and Skills

- Strong English writing and communication skills.
- Proven organisational skills and ability to manage multiple tasks.
- Proficiency in MS Word; familiarity with digital tools.
- Ability and willingness to travel to rural schools/locations (4-5 days/month).
- Minimum 1 year prior experience working in community-based projects or social sector initiatives.

Preferred Qualifications and Skills

- Background in teaching, education, or content development.
- Knowledge of issues related to gender development and adolescent education.
- Experience in designing materials (Canva, Nano banana, etc.).
- Knowledge of spoken Telugu (advantage, not mandatory).
- Ability to think independently, take initiative, and work with minimal supervision.
- Passion for gender equality and empowering adolescent girls.

Hiring Process

Interested candidates should send an email to hr@voice4girls.org with the following:

- Cover Letter stating why you are suitable for the position.
- Resume.
- A note on your current location and willingness to relocate if required.

Only shortlisted candidates will be contacted for further rounds.