

Job Description

Position: Manager (Outbound Education)

Location: Worli, Mumbai. Transferable

Education: Medical graduate or postgraduate. Certifications in BLS, ACLS, PALS, NALS or any other certification in simulation-based training shall be desirable

Key Skills:

- Extensive knowledge of training methodologies for healthcare professionals.
- Strong interpersonal and communication skills for effective stakeholder management.
- Proficient in operations management, data analysis, and report documentation.
- Self-starter with problem-solving and decision-making abilities.
- Excellent team player with experience in team coordination and collaboration.

Areas of Responsibility:

Training Development and Delivery:

- To design and implement training strategies, draft proposals and develop courses for healthcare workers such as doctors, nurses, OT Technicians, and other associated healthcare workers, including objectives, pedagogy, training content, and evaluation criteria.
- Liaise with stakeholders, including government officials and other relevant entities, to successfully execute planned training programs.
- Assist in identifying qualified faculty for module development, ensuring high standards of training delivery.
- Conduct training sessions and Train-the-Trainer (ToT) programs, ensuring quality and effectiveness.
- Oversee daily operational activities for both existing and newly developed courses.
- Develop and maintain a Management Information System (MIS) to monitor training metrics, including participant engagement and training quality.
- Prepare comprehensive reports post-training sessions and as required.

Procurement and Vendor Management:

- Assist in formulating a procurement plan aligned with the annual training schedule. Ensure timely purchase of the planned material and services.
- Research, identify and establish relationships with new vendors for equipment, simulators, and instruments etc.
- Collaborate with vendors to clarify technical specifications and explore options for customized training models.
- Develop an inventory management system for tracking training equipment and ensure periodic maintenance and timely repairs of all training assets.

Operations Management:

- Ensure that all logistical preparations for training courses are executed seamlessly, including readiness of training site, AV systems, and coordination with hospitals for onsite/virtual training sessions.
- Monitor operational processes to drive efficiency and effectiveness in technical operations.
- Design and manage the course calendar for outreach programs, optimizing resource allocation and ensuring timely deployment.
- Ensure compliance with necessary licenses and certifications for all training activities.

Additional Information:

- This position requires up to 80% outstation travel.
- Additional responsibilities may be assigned by Management as needed.

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To apply:

Please submit a comprehensive CV with a cover letter consisting of the following mandatory information in a tabular form :

Name in Full:

Position applied for:

Contact Details:

Email ID:

Permanent Address:

Date of Birth:

Highest Educational Qualification:

Years of Relevant Experience:

Current Location:

Current Salary:

Expected Salary:

Notice Period:

Kindly send updated resume to careers.immast@immast.org within 30 days of the advertisement.