

Position: Program Associate

Location: Delhi

About Asian Century Foundation

Asian Century Foundation (ACF) is a non-profit, non-partisan organization founded in 2019 by Ashish Dhawan. Our mission is to increase knowledge sharing and people to people understanding between India and other Asian countries. Our work is focused in developmental areas of priority to India.

The Foundation aims to create systems of opportunity that enable knowledge transfer amongst scholars, practitioners, and policy makers within the region (in particular, China), develop China Studies capacities in India, and build a thriving network of academics and professionals with a deep understanding of the region.

The growth and development trajectories of China and other countries in the region offer valuable insights for developing countries. ACF seeks to make these insights available to the Indian Government, social enterprises, academics and practitioners. Our approach is to study the Chinese experience and adapt insights to the Indian context thereby supporting India's development story and enhancing India's ability to understand China. With growing economies of Asia collectively overtaking the west in size and scale, the need to have a similar approach with other Asian countries has often been highlighted. While we stay focused on China as the first step, we now have an expanded scope including other South East Asian countries in our mission.

Our work is organized in three verticals – Education, Culture, and Knowledge & Policy.

Position Summary

We are looking for a **Program Associate** for the **Education vertical of the Asian Century Foundation**.

The Education vertical is committed to building new knowledge about China and ASEAN in India through high-quality programs for stakeholders and learners from a variety of backgrounds. Our initiatives are focused on online learning, institution building and knowledge-exchange. Through these, the team is building an active knowledge corridor between India and her Eastern neighbours. The Associate will be responsible for:

1. Co-building ACF's flagship online initiative, a learning platform called AsiaSlate. AsiaSlate is an effort to create a one-stop shop for China learning, bringing together diverse global expertise in accessible and easy-to-consume formats.
2. Managing the China India Visiting Scholars (CIVS) Fellowship. The Fellowship is a 9-month program for early- to mid-career academics and professionals to deepen their understanding of China and incorporate insights into their body of work.

The role requires – a. Intrapreneurial skills with an ability to create innovative pathways and programs and implement them and b. an interest in institutional capacity building as well as the EdTech, curriculum, and content creation space, and c. the ability to work cross-functionally on diverse programs.



The associate will report to the Program Manager and Associate Director. The role is suitable for candidates who are interested in building their career at the intersection of the education, development and technology sectors. The candidate should be self-motivated and comfortable in planning their work independently.

Key responsibilities include, but are not limited to:

- Managing the development and production of online learning content, including but not limited to:
 - Supporting the Program Manager with co-building offerings and curricula with global experts, and
 - Overseeing production and post-production processes.
- Taking on diverse operational tasks to ensure program success, including but not limited to platform enrolment and engagement monitoring and insights.
- Supporting the Program Manager and Associate Director in other AsiaSlate-related tasks.
- Managing operations for the China India Visiting Scholars (CIVS) Fellowship, including but not limited to running application and selection processes, cohort management, and stakeholder management.

Required qualifications, skills and abilities

- Bachelor's / Master's degree in relevant field.
- 2 to 4 years of work experience with managerial responsibilities, demonstrating superb project delivery and team leadership. Open to highly motivated freshers as well.
- Experience with EdTech or video content creation, fellowships and higher education, or development sector program management strongly preferred.
- Ability to build and maintain positive and collaborative relationships both within and outside the organization.
- Ability to work independently and proactively, without support staff and with minimal supervision.
- Willingness to travel.

Desired Qualities

- Drive to excel in every aspect of work with high level of innovation and strong perseverance.
- Ability to be rational in taking smart risks and being nimble.
- Ability to adapt and exhibit confidence in a highly evolving, agile and fast paced work environment.
- High level of collaboration and consistent passion for work.
- Proactive, result-driven and flexible nature with reliable follow-through and great attention to detail.
- Operating style suited to working in a small-organization setting, where teamwork and resourcefulness are highly valued.
- Excellent leadership skills, including ability to work on multiple projects at a time.

Compensation

Remuneration will be competitive with Indian philanthropy pay scales and will depend upon the candidate's experience levels.

Apply

Interested candidates may reach out to us at mahak@asiancenturyfoundation.org.