

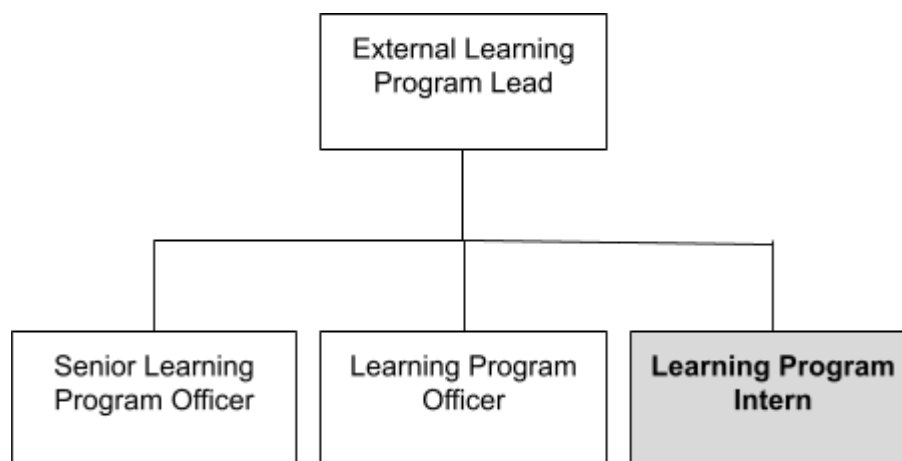
## JOB DESCRIPTION

Position	: <b>Learning Program Intern (Hybrid)</b>	Grade: XXX
Department	: Knowledge & Learning	
Direct Supervisor	: <b>External Learning Program Lead</b>	
Employee Type	: Intern (6 months)	Revision Date :

### I. SUMMARY OF ROLE:

Under the supervision of the External Learning Program Lead, the Learning Program Intern will execute the planning, implementation, and evaluation of learning programs designed for external audiences, supporting the organization's mission as a knowledge hub for health and development.

### II. ORGANISATION CHART:



### III. JOB DESCRIPTIONS (Hybrid)

Responsibility	Activity	Output/Measurement
Learning Program Design	Design and develop creative and learner-centered learning materials in various modalities, including e-learning, composite learning content, videos, tutorials, etc.	Learning materials
Implementation of the Learning Program	Assist in implementing training sessions, workshops, seminars, or asynchronous/self-paced training for external audiences	Documentation of the learning program implementation
Monitoring & Evaluation	Collect, manage and analyze feedback from participants to continuously improve programs.	<ul style="list-style-type: none"> <li>• Feedback store</li> <li>• Report</li> </ul>

#### IV. WORKING RELATION

	ROLE/POSITION
<b>INTERNAL</b>	<ul style="list-style-type: none"> <li>• PN PRIMA project team</li> <li>• Knowledge and Learning Team</li> <li>• Communication Team</li> </ul>

#### V. QUALIFICATIONS

##### A. Minimum Qualifications:

- Educational background of at least S1 in health, education, psychology, or other relevant fields.
- Experienced in training development (develop training material, deliver training, collect data evaluation and data analysis) will be a plus. Fresh graduates are welcome to apply.
- Proficient in using digital technologies such as Google Workspace/Universe, Zoom, and Canva.
- Willingness to comply with the CISDI Code of Ethics, policies, and procedures.
- Jabodetabek residency is considered a plus.

##### B. Competencies:

- Ability to break down complex information into bite-sized pieces and organize it logically for effective learning.
- Understanding how to use visual elements (e.g., color, images, graphics) to enhance clarity, engagement, and retention.
- Good public speaking and facilitation skills.
- Basic analysis data and ability to create meaningful charts, graphs, and other visual representations of data to communicate findings effectively.
- Curiosity, agile behavior, and willingness to learn.

