



Takshashila Institution is looking for - Head of Policy School

The Takshashila Institution is an independent think tank and a school of public policy. At Takshashila, we are running the marathon to transform India.

Job Description:

As Head of Policy School at Takshashila, you will be Takshashila's face for public policy education. You will be one of the core members contributing towards building the Takshashila brand and towards the strategic growth of Takshashila's education initiatives. You will head Takshashila's entire public policy education portfolio. You will work with internal and external stakeholders to design the curriculum, plan the marketing strategy, create the schedule, execute the programmes, document processes, report on progress, and make recommendations on how to scale and improve the programmes.

Key responsibilities:

- Maintain and improve brand credibility and reputation of the Takshashila's policy school. Promote policy school's work outside of Takshashila network
- Expand the work of policy school to include new programmes and new domains within public policy
- Collaborate with other institutions/organisations who have common interests: identify such organisations, ideate and develop and execute joint programmes, and jointly own such programmes
- Identify, reach out to and engage new faculty from across the world
- Be accountable to the board for the revenues and the performance of the education programmes. On a quarterly basis, collate and report on the finances and impact of the programmes
- Improve collection and reporting of policy school data
- Ensure an engaging and enriching learning experience for the students
- Collaborate with the PR and marketing team to expand the reach of Takshashila's education programmes and increase student intake.
- Manage the team which is responsible for delivery of Takshashila's various education programmes - Be responsible for the performance of these team members and ensure that all the programmes maintain the highest possible academic standards.
- Mentor junior resources in the organisation in terms of improving their programme management skills
- Work with the internal/external tech teams to build/maintain a world-class learning management system
- Introduce innovations in the processes involved in programme management, the pedagogy and curriculum, marketing and reach and all other aspects of the running of the policy school.

If you are interested, please email your CV to contact@takshashila.org.in