

## **Term of reference (TOR)/Job Description**

Position: Manager- Products/ Content Designer

### **About OLE Nepal**

OLE Nepal (Open Learning Exchange Nepal) is a social benefit organization dedicated to enhancing teaching-learning in schools through the integration of technology and to provide uniform access to quality educational materials across different geographic areas and socio-economic strata.

OLE Nepal develops and distributes free educational content, trains teachers to integrate technology in classrooms, implements technology interventions in rural schools, and helps build local capacity in technology and education.

### **OLE Nepal's Products**

OLE Nepal offers a range of digital learning platforms to support students and teachers. E-Pustakalaya provides free access to books and learning resources, while E-Paath and Math & Science Games make curriculum-based learning interactive and fun. Hamro Ramailo Kathaharu promotes reading through Nepali stories, and the Learning Platform brings all these resources together in one place for a complete learning experience.

OLE Nepal is also working on other platforms such as new content and apps, as well as tools like dashboards and survey applications. Please note that this may not cover all platforms and activities of OLE Nepal.

#### **E-Pustakalaya Platform [ <http://pustakalaya.org/> ]**

E-Pustakalaya is OLE Nepal's digital library that provides free access to thousands of books, stories, reference materials, and multimedia resources. It supports both online and offline use, helping students and teachers access quality learning materials even in remote or low-connectivity areas.

#### **E-Paath Platform [ <https://epaath.olenepal.org/> ]**

E-Paath is an interactive, curriculum-based learning platform that offers lessons in subjects like math, science, English, and social studies. It is designed to make learning engaging through animations, activities, and self-learning modules aligned with school curricula.

#### **Hamro Ramailo Kathaharu Platform [ <https://katha.olenepal.org/> ]**

Hamro Ramailo Kathaharu is a digital storytelling platform that shares engaging Nepali stories for children. It promotes reading habits, language development, and imagination through culturally relevant and enjoyable narratives.

### **Math & Science Games Platform**[ <https://games.olenepal.org/> ]

Math & Science Games offers interactive, game-based learning experiences that help students understand key concepts in mathematics and science. These games are designed to make abstract ideas easier to grasp through play and experimentation.

### **Learning Platform**

The Learning Platform is OLE Nepal's unified hub that integrates all our resources—including skills-based courses, E-Paath lessons, E-Pustakalaya resources, HRK stories, and learning games—into one seamless experience. It offers a personalized journey where students can track their progress and build collections, while providing teachers with powerful tools to manage classes and build custom courses. Designed for everyone, it brings together interactive, multilingual, and offline-ready content to support every learner's unique path.

### **OLEN i-OCR Platform** [ <https://iocr.olenepal.org/> ]

OLE Nepal's iOCR (Intelligent Optical Character Recognition) is a web-based application that converts an image/pdf of text into a machine-readable text format. It extracts text, images, tables and math formulae from the pdf/scanned documents.

### **Job Overview**

The Product Designer/Manager will lead the development and growth of OLE Nepal's free digital learning ecosystem, which includes platforms such as E-Pustakalaya, E-Paath, Hamro Ramailo Kathaharu, Math & Science Games, Skills-based Courses, and the new Learning Platform. These products provide free access to books, interactive lessons, stories, games, and personalized learning tools designed for students across Nepal, even in low- or no-internet environments.

A key responsibility is to design and enhance engaging, curriculum-aligned digital learning activities, especially in subjects like math and science. The role involves working closely with educators, designers, and developers to ensure content is user-friendly, effective, and relevant. The Product Designer/Manager will also manage the full product lifecycle—from idea to launch—while continuously improving existing products based on user feedback and data insights.

In addition, the role requires strong collaboration with internal teams, partners, and stakeholders, including donors, to align goals and support project growth. The position also contributes to reports, proposals, and outreach activities, and includes field visits to monitor implementation and gather feedback. Overall, the role ensures that OLE Nepal's products are impactful, scalable, and meet the real needs of learners and educators.

### **Responsibilities:**

- **Define Product Vision:** Create and maintain a clear roadmap for OLE Nepal's digital products.
- **Research New Product Ideas:** Identify opportunities for innovative products that align with the organization's mission and user needs.
- **Enhance Existing Products:** Drive improvements in current products to boost efficiency, usability, and impact.
- **Design and Review Learning Activities:**
  - Create and design digital learning activities for subjects like math and science.
  - Collaborate with designers and programmers to make activities engaging and user-friendly.
  - Ensure activities meet learning goals and curriculum standards.
  - Organize self-learning, skill-based, and grade-specific content.
  - Review and improve existing resources to meet quality standards.
- **Manage Product Development:** Oversee the design, development, and launch of educational tools.
- **Collaborate with Teams:** Work closely with engineers, designers, educators, and stakeholders to build impactful products.
- **Incorporate User Feedback:** Gather insights from users to refine and improve products.
- **Monitor Performance:** Use data and analytics to evaluate product success and guide iterations.
- **Engage Stakeholders:** Coordinate with partners, donors, and government agencies to align goals and secure support.
- **Support Content Development:** Assist in writing and managing newsletters, annual reports, organizational strategies, and funding proposals.
- **Support Outreach and Fundraising Events:** Assist in planning and executing events to build awareness, strengthen partnerships, and secure funding.
- **Conduct Field Visits:** Travel to project sites as needed to monitor implementation, gather feedback, and ensure products meet user needs.
- **Lead Teams:** Inspire and guide cross-functional teams to deliver on time and with high quality.

## Requirements:

- Educational Background: Advanced degree in Education, Instructional Design, Educational Technology, Computer Science, or a related field, with a strong academic foundation in math, science, and computer science.
- Experience: Proven experience in digital learning content development, product design, or educational technology, with a record of managing cross-functional teams.
- Product Management & Development Skills: Ability to define product vision, maintain development roadmaps, and manage the full lifecycle of educational tools from concept to launch. Knowledge and understanding of the full-scale development cycle of digital learning resources, apps, and learning management systems.
- Content Design Expertise: Skilled in designing engaging self-learning, skill-based, and grade-specific activities, particularly in math and science, aligned with curriculum standards.
- Programming & Technical Skills: Strong programming and software engineering capabilities, with experience collaborating with designers and engineers to create user-friendly digital products.
- Research & Innovation: Identifying opportunities for new products and enhancing existing ones based on user needs and educational impact.
- User-Centered Approach: Proficient in incorporating user feedback, analyzing performance data, and iterating products to improve usability and effectiveness.
- Collaboration & Stakeholder Engagement: Ability to work closely with engineers, designers, educators, partners, donors, and government agencies to achieve product and organizational goals.
- Communication & Writing Skills: Strong range of writing skills across technical and non-technical topics, including newsletters, reports, funding proposals, and organizational strategies.
- Leadership & Team Management: Ability to inspire, guide, and manage cross-functional teams to deliver high-quality products on time.
- Field Experience: Willingness and ability to conduct field visits to monitor implementation, gather feedback, and ensure alignment with user needs.
- Event & Outreach Support: Experience in planning and supporting awareness, outreach, and fundraising events.

## Application Process

### Step 1 - Application:

Submit your cover letter, resume, and supporting documents via filling the [Google Form Link here](#) by \_\_\_\_ [ **April 30, 2026** ] \_\_\_\_ . Ensure your documents

comprehensively reflect your qualifications and experience relevant to the position.

**Step 2 - Assessment:**

After receiving your application, our team will review your documents to shortlist candidates. This process includes phone interviews to further narrow down the candidate pool. Selected candidates will then be invited for in-person interviews.

**Step 3 - Awaiting and Response:**

If you are shortlisted for an in-person interview, you will receive a notification via email. The email will detail the interview date and time. Please confirm your attendance or address any concerns by the specified day before the interview date.

**Step 4 - Physical Interview:**

The in-person interview will involve discussions with team members engaged in related projects. You may also be asked to complete a short assignment relevant to the role. For additional information, please visit our website at [olenepal.org](http://olenepal.org).

**Step 5 - Final Selection and Onboarding:**

Successful candidates will receive an offer letter via email, outlining the next steps for onboarding. Please respond to the offer by the indicated COB to confirm your acceptance and prepare for onboarding.

On your joining date, please bring the necessary documents to our office, including a police report, academic certificates, national identification, PAN, and proof of resignation from your previous job (if applicable). Digital copies of these documents are acceptable. Additionally, have a professional digital photo ready for inclusion on our website's team page.

If you are not selected, we encourage you to stay connected with OLE Nepal for future opportunities. Check the 'Get Involved - Work With Us' section on our website regularly for updates.