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## Open Position

### Curriculum Writer

E-bookkeeping Project

May 30, 2022.

### About Empowerment for Local People Foundation (ELP)

ELP supports disadvantaged persons starting or scaling petite businesses in local communities with requisite business training, technical support and interest-free loans pooled from the public in small units.

### Project Summary:

Can product-level data recording by small business owners enable them to improve their business practices and outcomes, in addition to improving the accuracy of firm data available to researchers and policymakers in low-income countries? Little is known about the behavior of small businesses in low-income countries, particularly pertaining to their practices around record-keeping. Anecdotally, business owners in these contexts have been reluctant to keep thorough records of their products due to perceived lack of benefits (in relation to large attentional, mental, and time costs) and the desire to not leave a trail for tax authorities. Yet, systematic product-level record-keeping is the standard for modern firms in developed economies. The implication of this is that most of what we know about firm behavior has come from such firms; small-scale firms in low-income economies remain a black box even though there are “vast armies” of them across the developing world. This motivates us to study how small businesses in low-income countries can be induced to keep product-level records (using an App or accounting partners) and whether they can actually, tangibly, benefit from record-keeping as it has been found to improve decision making. We propose to study the impact of more granular product-level data, as these pieces of information are more digestible and actionable for businesses, improving the likelihood that they will continue to record it.

### **Job Description:**

- Create detailed, engaging curriculums and quality resources, liaising with the program team, outlining objectives, and providing feasible timeframes.
- Design content delivery and interactive engagement methods for both the business owners and field workers.
- Work with the graphic designer to publish illustrations and training materials for the business owners that will be volunteers for beta testing of the e-bookkeeping App.
- Work with the program team to identify best teaching practices that will be suitable for the small firms.
- Create stimulating lesson plans and recommend interesting additional resources on the importance of e-bookkeeping for small businesses.
- Passionate about learning and aware of how digital technology and record-keeping has and will reshape businesses.
- Evaluate and revise existing curriculum and integrate new technology practices into it.

### **Requirement:**

- Good academic degree (preferably a 2.1) in education, instructional design, or curriculum development from a reputable university.
- Strong digital and research skills.
- Adequate knowledge of how small firms operate in Nigeria.
- Great networking and interpersonal abilities.
- Excellent technical writing, research, and communication skills.
- Strong planning skills, vision, and creative intelligence.
- Excellent understanding of how the learning process works and be prepared to collaborate with a wide range of professionals

### **Benefits:**

- Support thousands of small business owners in remote communities.
- Basic consultancy salary of N150,000 per month



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**Duration:**

- 1 month

**Application method:**

Please send your motivation letter, resume and a draft of a curriculum content you have prepared in the past to [sameen@empowerlocals.org](mailto:sameen@empowerlocals.org) copying [abiola@empowerlocals.org](mailto:abiola@empowerlocals.org)

**Start date:**

As soon as possible. Before June 17, 2022