

## **CINI-Jharkhand**

**Job Title: District Training Co-ordinator**

**Place of Work:** Seraikela - Jharkhand

**Reports to :**Program Manager

**No. of Posts :** One – Seraikela District

**Project :** Comprehensive Adolescent Programme at Seraikela – Kharsawan and Simdega districts in Jharkhand

**Duration :** Till 31st March, 2021 (Renewal based on performance and project duration)

### **Introduction :**

Child in Need Institute (CINI) has been implementing/facilitating different programmes to demonstrate models in improving quality of lives of children, adolescent and women in need. CINI also provides technical support to different state Government and at National level for strengthening existing services and build up capacities of personnel working at different layers. CINI's core model is based on CINI method that promotes a rights based convergence approach which has so far attracted the attention of policy makers and other different actors of development sector, and which has proven to be an effective design to promote local level solutions for improving care and protection of Children.

### **Activities to be performed:**

Project Management:

- Coordination and implementation of ongoing project activities in the intervention district/blocks
- Collection and compilation of program information and data and its reporting

Capacity Building/Deliverable :

- Training and capacity building of different stakeholders at intervention district
- Training modules, assessment tools and reports preparation
- Pre-post assessment reports and compilation of report
- Training follow up plans and supportive supervision
- Providing handholding support to the project team
- Implementation of project ongoing activities in the field
- Any other work assigned by the management

### System Strengthening:

Understanding adolescent schemes and execute towards implementation of the deliverables for better outputs

### Documentation & Reporting:

Training and capacity building program report preparation, documentation and managing various project information and data and its reporting

### Qualifications:

- Master's in Social Science or Equivalent
- PREFERABLE : Working with adolescents
- Good writing and communication skill in English and Hindi
- Knowledge of local language in the North Chotanagpur region will be an added advantage.
- Computer proficiency in Microsoft Word, Excel, Power Point, and Outlook.

### Experiences :

- Experience in facilitation of training among key stakeholders on adolescent issues
- Experience in planning, designing, and conducting training and capacity building in health issues
- Experience in developing knowledge document, IEC material and training module
- Having skill and competency in community mobilization
- Experience in training assessment and post training evaluation skill and followed by necessary training plan
- Working experience in health sector and especially in adolescent empowerment program will have more weightage
- Experience in independent training management and coordination skill
- Working in collaboration with govt. department
- Good understanding of social science research methods
- AGE: Less than 40 years as on March 2020.
- Female candidates are encouraged to apply

### Expected Travel :

- Minimum 10-15 days travel in the Intervention blocks within district and other areas as per requirement

**CTC :** Upto Rs 45,000/- pm

Interested Candidates may send their CV duly specify at the top - post /year of experience/Qualification and age to [jobs@cinindia.org](mailto:jobs@cinindia.org) & [cinijhk@cinindia.org](mailto:cinijhk@cinindia.org) within 2nd October, 2020.

CINI maintains Child protection Policy, Gender Policy, HIV/AIDS & sexual harassment Policies.

**Job Email id:** [jobs\(at\)cinindia.org](mailto:jobs@cinindia.org)