



Name of the Post: Capacity Building Specialist, Regional Training Unit, Saksham Prerak

Location of

Regional Training unit : Lucknow, Chandigarh, Pune, Bhopal, Bhubhaneshwar, Chennai, Jaipur, Patna, Imphal & Guwahati

No. of Positions : 20 (2 per Regional Training Unit)

Duration : March 2020

Email : recruitment.sakshamprerak@gmail.com

Remuneration CTC: Rs. 40,000- 50, 000/- per month.

Last Date for application: March 2nd, 2018.

Saksham which means "Capable" or "Self- reliant" in Sanskrit is a TISS project that undertakes Capacity Building for HIV Counsellors and ANMS in collaboration with National AIDS Control Organization and Plan India

Terms of Reference for the position of Capacity Building Specialist, Regional Training Unit, Saksham.

- Managing the logistics of the ANM training
- Arranging for photocopying of all ANM training material and evaluation forms
- Arranging for the venue, accommodation and food for ANM training
- Coordination with CMO for trainee lists and training dates
- Collecting and verifying the travel expenditure and submitting it to the HQ through Senior Trainer
- Collecting, verifying and submitting the food /hotel bills to HQ through Senior Trainer
- Anchor the ANM training programmes
- Ensure the link between the training sessions and with the field experiences during ANM training
- Undertake pre /post training evaluation during the training programmes during ANM training
- Undertake introductory and valedictory session during ANM training programmes
- Undertake recap, debriefing and regular energizers during the ANM training
- Prepare the narrative report of ANM training programmes

Qualifications:

- Minimum Desired Qualification: Master in Public Health/ Master in Health Administration/ Master of Social Work (Health & Mental Health or Public Health)/ M.A. (Counselling or Clinical Psychology).

Experience:

- Minimum 2-3 years of working experience , previous experience of undertaking training programmes for NHM /NACO staff will be given preference

Essential skills and other requirements:

- Ability to strategise and implement the programme to get the expected outcome.
- Excellent organisational and administration skills.
- Proficiency in using computers. Knowledge of MS Office-Word, Excel, PPT.
- Willingness to travel extensively within states assigned.
- High level of commitment and integrity and ability to work independently.

Application Procedure

Please send the following documents by e-mail to

recruitment.sakshamprerak@gmail.com along with the following subject line as
‘Capacity building Specialist’- Saksham Prerak.

1. A Cover Letter
2. Your updated curriculum vitae with your academic record and experience.

*******Candidates short-listed will be contacted for interview only.*******