

Position: Project Coordinator – (PMKVY, DDU-GKY)

Summary of the position:

The Project Coordinator will be responsible for coordinating the overall training programs being conducted in the state for upgrading the skills under PMKVY & DDU-GKY. In addition, he/she will be coordinating with trainers and students to ensure that the learning objectives are met and they are able to clear the assessments successfully within the given time frame.

Job Responsibilities:

- Manage, coordinate and supervise overall training programme, implemented in the state.
- Coordinate and communicate about the program to the government department officials, extension workers, State Universities, etc. and develop a resource team for the project
- Network with the local people and implement the training programs along with them
- Understand the course content, plan and conduct Training of Trainers who in turn delivers it to the students within a given time frame.
- Give feedback on the course content and other training materials to ensure that the information students receive remains relevant, accurate and up to date.
- Take feedback from trainer on content and assisting Content Development team in developing the course content.

Required Qualification & Experience:

- Graduate/Post Graduate with 2-3 years of field work experience.
- Native Proficiency in Local Language.
- Good IT skills.
- Very good communication and networking skills
- Team management skills
- Local candidate will be preferred