

VACANCY ANNOUNCEMENT

URIDA is looking for suitable candidates to fill the following vacancies for its Skill Development Project in collaboration with National Mineral Development Corporation (NMDC), in Kirandul, Distt. Dantewada, Chhattisgarh. The project is to train candidates from Kirandul area of Distt. Dantewada in Vocational trades like Industrial Sewing Machine Operation, Domestic Electrician and Wood work and their job placement/self employment. The engagement shall be for 9 months. Location of posting will be Kirandul area of Distt. Dantewada. Interested candidates may send their resume to ngourida@gmail.com. Last date for receiving application is 07/07/2018

GENERAL STAFF

| Sno | Position | No. of positions | Job Profile | Required Qualification |
|-----|---|------------------|---|---|
| 1 | Training Centre Coordinator Reporting To : Skill Development Expert | 3 | <ul style="list-style-type: none"> • Manage day-to-day centre operation • Responsible for high quality training delivery through monitoring, guiding and leading the team at the centre. • Upkeep of training machinery & equipments at the centre. • Preparation and submission of Reports to the senior authorities at the Head Office, time to time. • Any other assignments given by the senior team depending upon the demand of the project. | Post Graduate in any subject with an aptitude towards social work. Minimum 2 years experience in skill development projects or in related sector Or Graduate with 4 years of experience in skill development or related sector (Applicant must be proficient in MS-Office to prepare reports etc.) |
| 2 | Computer Instructor Reporting To : Centre Manager | 1 | <ul style="list-style-type: none"> • Training delivery as per training module and coverage of syllabus within time frame. • Ensuring daily attendance of trainees in the class room. • Guiding and supporting the trainees throughout the course period to achieve project's objectives. | Graduation or Diploma in Computer Application with minimum 2 years experience in teaching. Candidate must have excellent command on Basic Computers, MS Office Package and internet. |
| 3 | Field mobilizers Reporting To : Centre Manager | 4 | <ul style="list-style-type: none"> • Establishing rapport in the field through regular visits, community meetings and advocacy with local leaders. • Act as a key person in publicity and awareness generation about the programme through IEC activities and motivating the target group. • Mobilization and enrolment of prospective trainees and ensuring their attendance throughout the training period. • Home visits and interaction with trainees' parents in necessary situations. | Graduate with minimum 3 years experience in working at grassroot level. Preferably a resident of Distt. Dantewada, Chhattisgarh and well aware of the target locality. |