

**Training Co-ordinator :-**

Educational qualification	Graduate with 3 year experience of working in NGO/Institutions in the field of education, women & child development, rural development, social work, health etc.
Job Description	<ul style="list-style-type: none"><li>• Conducting and coordinating training programmes and training sessions.</li><li>• Plan, organize, and supervise various programmes, seminars, conferences, workshops and other activities.</li><li>• Developing, publishing, and coordinating appropriate training courses /modules.</li><li>• Developing training strategy of the organization.</li><li>• Developing training packages on adolescent education aids e.g. audio visual aids, literature, pamphlets etc for different group and stakeholders.</li><li>• Support in implementing other special project activities like; Awareness programmes, Educational campaigns, Exhibitions, street plays, rallies, sensitization and advocacy meetings etc.</li><li>• Support in Monitor and Review the outcome and impact of various training programmes.</li></ul> Any other responsibility as may be assigned by the management from time to time.
Personal attributes	<ul style="list-style-type: none"><li>• Communication abilities</li><li>• Ability to write quality reports</li><li>• Social attitude</li><li>• Training skills</li><li>• Leadership skills</li><li>• They should be comfortable in working on computer</li></ul>
Application/CV should be sent within 7 days after publication this advertisement in newspaper to the following address. <b>Director, Doosra Dashak, C-113, Shivaji marg, Tilaknagar, Vijaypath, Jaipur-4 Email- ddashak@gmail.com</b>	
Expected CTC – 2,16,000 – 2,40,000 P.A. Tentative date of interview – 10 <sup>th</sup> October, 2018. Scrutinised candidates will be informed by mail/telephone for interview date and time. Note- No travel and other cost will be born by FED (Doosra Dashak) for interview at Jaipur.	