

State Resource Center (SRC) is a state level organization based in Indore. It provides qualitative, academic and techno- pedagogical resource support to adult literacy program by way of developing teaching learning materials, training, research & evaluation and implementation of innovative and field based programs. It has also been working on addressing the needs of adolescents through adolescent development programs for last two decades.

SRC is initiating a project on developing training manuals for imparting life skills education to school students in upper primary schools and building capacities of functionaries on imparting life skills education to adolescents

Applications are invited for the following posts in the project :

Post 1: Technical Support - Content Development and Facilitation

Job Description for the post is as follows :

- Assist the Director in overall implementation of the project.
- Organise workshops and training programs, arrange logistics, facilitate and conduct sessions as per plan
- Undertake monitoring visits for supportive supervision of training programs at field level to be conducted in different districts of MP.
- Contribute to development of training manuals during workshops, coordinate with external technical experts and provide assistance as per need.
- Conduct camps for pre testing of the manuals and assist in finalisation of the draft manuals based on feedback.
- Assist in compilation of data to assess the impact of the program.
- Actively participate in project activities, capacity building activities, workshops events and review meetings.
- Assist in documentation and timely submission of reports.
- **Qualifications:**
 - MBA / MSW / Masters in Mass Communication / any other relevant post graduate degree.
 - 5-7 years of experience in training and content development in development sector

Desirable Knowledge, competencies and skills:

- Technical knowledge and field experience in development sector especially in adolescent development/ life skills education
- Strong written and oral communication skills in English and Hindi
- Microsoft Office Computer skills, proficiency in Word, Excel and PowerPoint
- Ability to work within a team and communicate with a variety of team members.
- Ability to travel up to 30% of their time.
- Willingness and flexibility to multi tasking work.

Monthly Remuneration: Rs. 30,000/- per month (Fixed).

Post 2 :Job Description: Technical Support - Documentation and Facilitation

Job Description for the post is as follows :

- Assist in implementation of the project activities
- Assist in organisation of workshops and training programs, logistics, facilitation and conduction of sessions as per plan
- Undertake monitoring visits for supportive supervision of training programs at field level to be conducted in different districts of MP.
- Contribute to development of training manuals during workshops, and provide assistance as per need.
- Conduct camps for pre testing of the manuals and assist in finalisation of the draft manuals based on feedback.
- Assist in compilation of data to assess the impact of the program.
- Actively participate in project activities, capacity building activities, workshops events and review meetings.
- Documentation of all project activities and preparation of reports for timely submission.

- **Qualifications:**
 - MBA / MSW / Masters in Mass Communication / any other relevant post graduate degree.

 - 3-5 years of experience in documentation and training in development sector

Desirable Knowledge, competencies and skills:

- Technical knowledge and field experience in development sector especially in adolescent development/ life skills education
- Strong written and oral communication skills in English and Hindi
- Microsoft Office Computer skills, proficiency in Word, Excel and PowerPoint
- Ability to work within a team and communicate with a variety of team members.
- Ability to travel up to 30% of their time.
- Willingness and flexibility to multi tasking work.

Monthly Remuneration: Rs. 20,000/- per month (Fixed).

Application Procedure:

Interested candidate should apply within 2 days only by email to directorsrcindore@gmail.com