

## Human Resource in DDU-GKY, NIRDPR, Hyderabad

Division	Position	Salary	No. of Positions	Method of Recruitment	Educational Qualification	Selection Criteria			Roles and Responsibilities
						Exp.	Age	Preferred	
T&D	Mission Managers (Training & Development)	Rs.50,000/- per month	2	Promotion/ Direct Recruitment on Contract Basis	<ul style="list-style-type: none"> <li>Post graduate preferably in Business Administration with specialisation in HR or Training / PG in Rural Development / PG in Social Work</li> </ul>	<p>Overall work experience of 5 years. Out of which 2 years in training associated with rural development schemes</p> <ul style="list-style-type: none"> <li>Proven experience in interacting with multiple-level stakeholders with positive outcomes</li> <li>Small – medium project management experience will be a plus</li> <li>Delivering</li> </ul>	<ul style="list-style-type: none"> <li>Maximum 35 years</li> <li>Age relaxation will be applicable to the candidates belonging to ST/SC/OBC as per GoI rules</li> </ul>	<ul style="list-style-type: none"> <li>Experience in Rural Development Sector, Passed DDU-GKY e-SOP</li> </ul>	<ul style="list-style-type: none"> <li>Carry out multiple responsibilities as a T&amp;D relationship Manager of DDU-GKY for a given zonal cluster of states / zone, that include engaging with SRLMs, CTSA, TSA, MoRD for gauging and forecasting training needs based on quantitative and qualitative data</li> <li>Work with subject matter experts in SSCs and industry to rationalise, standardise and develop learning content for a minimum of 40 trades and in multiple languages</li> <li>Co-ordinate the above project end to end,</li> </ul>

					<p>training to multiple-level stakeholders using participatory training methods, delivering Training of Trainers, SHG training</p> <ul style="list-style-type: none"> <li>• Stake holder Management</li> <li>• Excellent communication skills</li> <li>• Has experience of working in teams</li> <li>• Proficiency in Hindi and or South Indian languages a plus</li> <li>• Proficiency in MS Word, Excel</li> </ul>			<p>including logistics and budget</p> <ul style="list-style-type: none"> <li>• Conduct Needs Analysis as a learning &amp; development consultant of DDU-GKY every quarter to help rationalise training offerings and other learning solutions besides training</li> <li>• Plan training calendar and design other interventions based on the analysis and state needs</li> <li>• Manage budgets allocated to states and get UCs</li> <li>• Proactively suggest innovative solutions and training approaches to enhance and enrich training</li> </ul>
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						and Power Point			<p>effectiveness</p> <ul style="list-style-type: none"> <li>• Work with subject matter experts and develop pre and post training assessments and L3 evaluation where applicable</li> <li>• Deliver capacity building workshops on SoP or KSA related areas when required</li> <li>• Mentor trainers of PIAs on training methods and improve quality of training delivery</li> <li>• Deliver Training of Trainers when required</li> <li>• Content rationalisation and standardisation, conduct pilots of new projects</li> <li>• Conduct action-research and set up live labs to</li> </ul>
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									<p>measure impact of training pilots, prepare research proposals and reports</p> <ul style="list-style-type: none"> <li>• Travel extensively to understand grass root level needs</li> <li>• Be prompt and be the face and brand ambassador of T&amp;D function and work with integrity and passion for development of rural youth.</li> <li>• Staying positive and deal with uncertainties, confidence to take independent decisions, not wait to be told, be a self-starter and work beyond the call of duty in challenging, matrix and ambiguous environments</li> </ul>
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