

Human Resource in DDU-GKY, NIRDPR, Hyderabad

| Division | Position | Salary | No. of Positions | Method of Recruitment | Educational Qualification | Selection Criteria | | | Job Description |
|----------|------------------------------|-----------------------|------------------|--------------------------|--|--|---|---|--|
| | | | | | | Exp. | Age | Preferred | |
| T&D | Assistant Director, Pedagogy | Rs.60,000/- per month | 1 | Direct on Contract Basis | <p>Postgraduate in Humanities, Social Sciences or Management or related area (Essential)</p> <p>In addition:</p> <p>Master Trainer Certified by Sector Skills Council / by Industry or recognised training organisation</p> <p>OR</p> <p>TEFL/TESL/BEC Certified, CEF Assessor</p> <p>OR</p> <p>Any recognised Master Trainer Certification</p> | <ul style="list-style-type: none"> • Minimum of 5 years experience delivering training to trainers, soft skills, communicative English / domain / leadership and management workshops is a must • Proven experience in delivering Training of Trainers following andragogic practices • Academic / industry-based knowledge of active | <ul style="list-style-type: none"> • Maximum 35 years • Age relaxation will be applicable to the candidates belonging to ST/SC/OBC as per GoI rules | <p>Experience in Rural Development Sector, Passed DDU-GKY e-SOP</p> | <ul style="list-style-type: none"> • Deliver Training of Trainers on principles of andragogy in English and Hindi by travelling extensively across the country to be able to cover about 2000 trainers in about 100 batches • Maintain trainer quality data and prepare presentable dashboard • Maintain trainer data integrity, confidentiality of content that is IP of NIRDPR DDU-GKY • Design and administer training needs analysis questionnaire according to Standard Operating Procedures • Analyze the |

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| | | | | | | <p>learning methods</p> <ul style="list-style-type: none"> • Proficient in English, Hindi and one or more regional languages • Experience in industry as a trainer will be a plus • Training Design and Development Skills • Instructional Design skills will be a plus • Experience in delivering training in rural development context will be a plus • Knowledge of | | | <p>training needs and prepare the learning approach periodically</p> <ul style="list-style-type: none"> • Initiate innovative skilling approaches for DDU-GKY rural youth • Design sample lesson plans for use of trainers of DDU-GKY • Deliver softskills / leadership and management training /English communication ToT when required • Drive training quality in DDU-GKY and support SMEs to improve facilitation skills • Mentor trainers / SMEs on training and facilitation skills sensitively |
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| | | | | | | <p>psychometric tools is a plus</p> <ul style="list-style-type: none"> • Excellent communication skills in English and Hindi • Proficient in MS Word, Excel and PowerPoint <p>High energy levels to be able to travel across the country, to remote locations and deliver training with impact</p> | | | <ul style="list-style-type: none"> • Support training related resource identification: freelance trainers, creating resource pool of trainers • Monitor quality of training of trainers and devise methods for improvement of training quality at the training centres • Be a role model for trainers on training quality parameters • Prompt, responsive, positive, reliable, responsible and passionate to work for the development of rural youth with integrity and as the brand ambassador of DDU-GKY T&D |
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