

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	Project Officer (Training Operations)	Rs.40,000/- per month	2	Promotion/ Direct Recruitment on Contract Basis	MBA / PGDRDM	<ul style="list-style-type: none"> • 1-2 year's experience in Training Operations or related area <ul style="list-style-type: none"> ▪ Experience with rural skilling an advantage ▪ Ability to work with difficult, demanding and multiple stakeholders – internal and external ▪ Ability to anticipate risks / mitigate risks ▪ Ability to work with minimum 	<ul style="list-style-type: none"> • Max. 28 years • Age relaxation will be applicable to the candidates belonging to ST/SC/OBC as per GoI rules 	<ul style="list-style-type: none"> • Experience in Rural Development Sector, Passed DDU-GKY e-SOP 	<ul style="list-style-type: none"> • Co-ordinate on campus training programmes end to end that include: • Organise, schedule training and capacity building workshop • Co-ordinate effectively with multiple levels of stakeholders with tact to ensure smooth conduct of training • Communicate with workshop participants and brief them about the training programmes unambiguously • Facilitate field visits and co-ordinate with other departments of DDU-GKY and PIAs on time • Prepare budgets and monthly report of training • Manage logistics for training including accommodation, budget, transport, venue • Upload training data and generate certificates

						<p>supervision</p> <ul style="list-style-type: none"> ▪ Ability to work under pressure, multi-task and against tight deadlines and demands ▪ Interpersonal skills • Proficiency in MS Word, Excel and Power Point 			<ul style="list-style-type: none"> • Work with State Team Managers to source workshop nominations • Support training team with planning of training calendar • Generate feedback reports from TMP every month and share with facilitators and help improve quality of delivery • Analyse attendance and feedback data and advise team about areas of opportunity in capability building • Consolidate actual budget spends and help create budget proposal • Generate accurate training data report for monthly reviews by senior management / faculty • Deal with exigencies and challenges to ensure smooth conduct of training sessions
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