

Sadhikaratha Foundation
Position: Training Coordinator

Organisation : Sadhikaratha Foundation, Hyderabad
Position : Training Coordinator
Reporting to : Chief Operating Officer (COO)
Location : Hyderabad
Closing Date : 30 September 2015
Salary : Competitive salary package based on qualification and experience
Website : www.sadhikartha.org

Background : Sadhikaratha Foundation (SF) is a not-for-profit company, promoted by Mahila Abhivruddhi Society (formerly APMAS) for taking up consulting assignments, research studies, training of trainers programs, mid-term and final evaluations, baselines, impact assessments and action research projects as per the needs of the clients (multi-lateral & UN agencies, Donors, Governments, CSR Foundation & NGOs). SF focuses on supporting people's institutions engaged in building social capital, community based microfinance, livelihood promotion, poverty reduction initiatives that enhance the quality of life of the marginalised especially women in rural & urban areas.

Job Purpose: The Training Coordinator will be responsible for successful planning, facilitating, monitoring, evaluating and documenting the training and events in collaboration with the teams internally and externally.

Key Responsibilities

- Plan, prepare, coordinate and ensure effective implementation of the annual training calendar of Sadhikaratha Foundation
- Assess the learning needs of clients and agencies/organizations
- Research emerging industry needs, new technologies, concepts and techniques to update current training curriculum as appropriate
- Develop, design, and execute training programmes and courses in line with the overall strategic goal of the Company
- Working out detailed contents, sequencing and choosing appropriate methods for each of the planned trainings and events
- Prepare the training team by identifying appropriate resource persons internally and externally
- Prepare and design learning materials and aids necessary for the training
- Ensure that the trainings are conducted in a participatory and quality manner
- Maintain necessary records and documents on the trainings conducted and their reports
- Coordinate with the government, NGOs and other agencies in facilitating various trainings
- Prepare training budget with break up details and evaluate trainers cost and performance
- Oversee and study the training programmes and feedback provided by the individuals and organizations and suggest ways for necessary improvement
- Supervise agreements and contracts with accredited academic institutions, whether internal or external, based on training needs.

- Prepare a list of resource persons and update as necessary and ensure timely communication
- Oversee and ensure the logistics arrangements for the training programmes
- Ensure that training facilities are always participant-friendly and come up with innovative ideas to keep the ambience relevant and suiting the needs of the participants
- Manage and maintain in-house training facilities and equipments
- Interact with various agencies for the field visits and effective coordination of the same

Qualifications & Experience

- Post graduation in Social Work or similar disciplines
- Minimum five years of experience as training coordinator in development sector
- Knowledge and experience in facilitation skills
- Strong analytical skills
- Knowledge of adult learning principles and participatory training methodologies
- Knowledge of learning management systems and competency assessment

Skills & Competencies

- Strong training and communication skills both oral and written
- Excellent public speaking skills
- Effective inter-personal skills and team management
- Excellent Computer skills (Microsoft Office Applications)
- Language skills (English, Hindi and Telugu)
- Skills in planning and organizing
- Skills in problem analysis and solving
- Ability to learn and adopt new ideas as per the situation
- Ability to manage multiple tasks

Interested and qualified candidates should send your CV to hr@apmas.org and mention the post you are applying for in the subject line. Women candidates are encouraged to apply. Only Shortlisted Candidates will be contacted!