

Sanctioned Designation: Training Manager

Eligibility Criteria: Graduate with MBA in HR

Additional Requirement:

- Excellent analytical, oral & written communication skills and willing to travel within India
- Proficient in computer applications (MS Word, Excel, Power Point), email and internet etc.

Age: Below 40 years.

Required Experience: Minimum three years of relevant post qualification experience preferably in health or social sector.

Consolidated Remuneration: Rs. 55000/- (Rupees Fifty thousand) per month.

Job Description (Terms of Reference):

1. Review existing trainings under the project for Health personnel and other associated staff. (Project trainings, Trainings in Epidemiology, Orientation workshops of Health personnel regarding project activities and others)
2. Identifying institutions for training of various categories of personnel, based on selection criteria of IDSP.
3. Collate and review training plans submitted by each Slate
4. Organize development, publication and dissemination of training manuals for various training courses
5. Monitor training activities in various States
6. Monitor expenditure incurred on training and related activities
7. Plan, organize and execute independent evaluation of training and its outcome
8. Development of training curriculum and manuals for various training courses
9. Monitor functioning of Consultant Training at State level
10. Release of funds to various training institutions including receipt of SOEs and utilization certificate
11. Will work in close coordination with HR Manager
12. Visits states to evaluate training needs and progress.
13. Monthly performance report to be prepared for appraisal
14. Performing other duties as required in the interest of the programme and any other work/ activity assigned from time to time.