

## **JOB DESCRIPTION**

### **1. POSITION VACANT: Training Officer - Capacity Building**

### **2. BACKGROUND:**

Government of India has initiated Bharat Rural Livelihoods Foundation (BRLF) as an independent organization under the Societies Registration Act to facilitate civil society action in partnership with State and Central Government, for transforming livelihoods and lives of rural households, with an emphasis on women, particularly in the Central Indian Tribal Region.

BRLF is a unique and first-of-its-kind initiative and the Foundation is constituted as a partnership between Government on the one hand and the private sector philanthropies, public and private sector undertakings (under Corporate Social Responsibility) on the other. Major functions of BRLF is to provide financial grants to Civil Society Organizations (CSOs) to meet their human resource and institutional costs for up-scaling of proven interventions, invest in institutional strengthening of smaller CSOs and capacity building of professional human resources working at the grassroots. Alongside, BRLF is continuously facilitating projects, receiving its grant support through all levels of Government to ensure smooth flow and utilization of Government funds to rural communities and poor households under the mega Centrally Sponsored Schemes for promoting livelihoods of the poor. The General Body and Executive Committee of BRLF are constituted of eminent individuals as well as ex-officio representatives from private philanthropies, public and private sector organizations, financial institutions, State Governments and Government of India.

For more details, please visit BRLF's website <http://www.brif.in>

### **3. JOB DESCRIPTION/ RESPONSIBILITIES:**

One of BRLF's key mandates is to address the capacity building challenge for existing and aspiring rural professionals who would potentially engage as front-line functionaries of NGOs, government institutions or as elected representatives of the PRIs and SHG federation leaders. The capacity building programme of BRLF would target candidates/aspirants who belong to ST, de-notified tribes, nomadic tribes and/or other vulnerable communities from the 1000 or so sub-districts of India where BRLF is currently supporting intervention projects.

BRLF in collaboration with IIHMR University, Jaipur conducts a Certificate Program in Rural Livelihoods (CPRL) for tribal youth between 18 to 40 years of age from Central India Tribal belt. It's a six-month, multi-centre, multi-topic curriculum for rural professionals which covers different dimensions of rural livelihoods. This initiative is a part of a series of capacity building initiatives on Rural Livelihoods, packaged as per the needs of the target groups and of different institutional partners (both Government and CSOs). BRLF is also developing tailor made short-term courses for the field staff of State Rural Livelihood Missions and the frontline functionaries of mega-projects being implemented in partnership with the State Governments in the field of rural livelihoods.

#### **Key Job Responsibilities:**

- Assist in mobilizing candidates for CPRL and other CB initiative in close coordination with BRLF partners, CBOs and other relevant stakeholders.
- Support the CB vertical in preparation & execution of the candidate selection process including design of tests, parameters & admission process.

- Coordination of training schedules, conference schedules, development of knowledge pieces and other collaterals that emerge from/for the CPRL and other courses. Close liaison with partner CSOs towards efficient and effective implementation of CPRL and other short courses.
- Assist in the management of fiscal operations including budget development, MOU preparation, modifications, revisions etc. Track expenditures. Continually monitor the program's financial health and make recommendations to the CB lead and the Standing Committee.
- Support setting up of systems for monitoring and learning; Monitor and review the impact of CB programs and documentation and dissemination of lessons learned;
- Participation in accreditation site visits / internal or external reviews/ monitoring visits/ etc.
- Assist in the preparation and update of the curriculum, handbook/ manuals of the CB programme, coordination with prospective partners, collating and streamlining details of all training modules from partners, their learning objectives, pedagogy and a draft design.
- Develop & maintain a MIS with programme records and information about all candidates who undergo training under the programme or prospective candidates.
- Closely monitor the professional development of the candidates who undergo training under CPRL and other courses, also after the completion of the course. Capturing & documenting success stories of the graduates.
- Support in placement, career counselling, guidance of CPRL candidates
- Providing any other support required in CB vertical

#### **4. QUALIFICATIONS, EXPERIENCE AND COMPETENCIES:**

##### **Qualification**

- Applicants must possess a post-graduate degree in Social Sciences, Development Studies, Agriculture, NRM, Social Work, MBA, Sustainable Development or any other field with direct relevance to the advertised profile of work.

##### **Experience**

- At least 2 years of direct experience in facilitation of trainings/ curriculums/capacity building programs with youth. Have sound knowledge of principles and practices related to tribal youth development and educational/ livelihood issues in the rural sector. Experience of working in the Central Indian Tribal Belt and/ or understanding of tribal cultures is an advantage.

##### **Skills and Competencies:**

- (1) Willingness to travel up to 50% of his/her time to the project locations across ten states of India;
- (2) Ability to work in a multi-cultural/ multi-disciplinary team;
- (3) Ability to multi-task and work well in such a team;
- (4) Ability to work closely with and participate actively and in a fully co-operative manner as a member of a broader team.

#### **5. COMPENSATION OFFERED:**

The gross remuneration budgeted for the position is Rs. 4.8-5.4 lakhs per annum. Offers shall be commensurate with the qualifications, experience and salary history, of the selected candidate.

**6. LOCATION: New Delhi but would entail significant travel of approximately 50% of engagement time.**

**7. APPOINTMENT:** This is a full-time position and the initial contract will be offered for a period of three years, which shall be renewable based on performance.

**8. REFERENCE:** TOCB -BRLF

**10. LAST DATE FOR APPLICATIONS:**

Eligible candidates interested in this position are requested apply online to [tocb-brlf@sams.co.in](mailto:tocb-brlf@sams.co.in) with their interest in and suitability for the position, along with an updated resume, giving details of three references, current cost to organization and expected compensation, by or before 22<sup>nd</sup> May 2019.

*BRLF is an equal opportunity organization. Qualified women are encouraged to apply.*