

AROH, a leading national level NGO engaged in strengthening government programmes and CSR initiatives of several corporate and PSEs is looking for candidates for the position of Trainers - English

Position Title: Trainer - English
Project: Deen Dayal Upadhyay-Grameen Kaushlaya Yojna (DDU-GKY)
Location: Greater Noida, Uttar Pradesh

Salary: 18-20K

Overall Summary:

Trainer is a key person who will be responsible for imparting skill training in the assigned trade and will directly report to centre Manager and Training coordinator.

Key Job Responsibilities:

- Responsible for effective training of youth at the vocational training center of assigned trade English
- Responsible for monitoring the quality of training being imparted and maintain the standards at the centre.
- Apply innovative teaching tools and techniques to check absenteeism and retain the candidates for the entire training duration.
- Conduct weekly / fortnightly / monthly assessments at all the centers and evaluate the progress as per SOP
- Develop cordial relationship with the candidates and guardians through meetings at the centre etc.
- Report to Centre In charge regarding extraordinary candidates / success stories etc.
- Follow the Activity Cum lesson planner for particular Trade
- Arrange Guest lectures and Exposure visit for all trades.
- Manage all candidates dossiers as per SOP
- Ensure 75% attendance for classroom training
- Prepare and submit the weekly, monthly, quarterly, half yearly and yearly reports using the given Reporting Formats.
- Report to and assist the Centre In charge cum Trainer in all operations to ensure smooth running of the centre.
- Assist in mobilization of the beneficiaries as per guidance of the reporting head

Minimum Qualification, knowledge and experience:

1. Education:

Relevant Bachelor / Masters Degree with experience in desired domain.

2. Experience:

1-3 years relevant training /teaching experience and management in similar capacity.

3. Knowledge and Skills:

Good and effective communication skills having fluency in Hindi and English (both spoken and

written).

Good at delivering the sessions of the curriculum technique to trainees and able to clear their queries/doubts of the assigned trade

Excellent Computer Skills (MS Office Word, Excel and PowerPoint).

Able to effectively deliver the course and content to the trainees.

SOP Certified preferred.

Certified from NCVT/SSC desirable

Interested candidates can submit their CV's at email Id: hr@aroh.in with current CTC and expected CTC, Notice Period and willingness to relocate.

