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| Designation | Field Coordinators – Vocational Skill Development |
| Location | Uttarakhand/Uttar Pradesh |
| Report to | Project Coordinator |
| Positions | 02 |

**The Employer:** Partners in Prosperity is a value driven organisation specialised in system level approaches to analyse complexities, develop solutions and help implement the same towards achieving equitable economic and social development outcomes, in pursuing Sustainable Development Goals. Established in 1998, Partners in Prosperity (PnP) is registered as non-profit entity, under the Societies Registration Act of 1860, Delhi.

**Location: Uttarakhand and travel to various project locations**

Brief Job Description:

The role of the Filed Coordinator -Vocational Skill Development is to identify trainees, institution identification, coordination, post training survey, and as laid out in the project document, or as instructed by the reporting officer from time to time.

* Liaison with Govt. Officials, training institutes and resource persons
* Support Project Coordinator to develop, maintain and regularly update database of training institutions with regard to thematic area of expertise, training calendar, fee structure and resource persons at national and local level in the state.
* Data base maintenance of the trainees, support in survey work, organising trainings and logistic support
* Undertake field travels to monitor, supervise programs and meeting objectives of program and organisation

**Must Have Qualifications and Attributes:**

* Bachelor’s degree in social sciences, or related disciplines with relevant pl qualifications and necessary knowledge to undertake the assignment.
* Minimum 3 years of work experience in skill development and employment generation projects.
* Prior experience of working with development agency/s and CSR projects in the domain of employment and entrepreneurship are preferable
* Excellent verbal and written communication skills
* Well-developed organisational skills
* Highly motivated, dynamic and eager to make a difference in the social sector

Note: The roles and responsibilities outlined above are not meant to be an exhaustive list of tasks. The need for flexibility is required and the job holder is expected to carry out any other related duties that are within the employee's skills and abilities whenever reasonably instructed.

Interested candidates may apply to [careers@pnpindia.org.in](mailto:careers@pnpindia.org.in) on or before 15th October, 2021