

Associate – Capacity Building

About Pratham

Pratham was founded in 1995, to provide pre-school education to children in the slums of Mumbai. Over the last 21 years Pratham has grown to be one of India's largest NGOs working to provide quality education to underprivileged youth and children in over 23 states and union territories across the country, with a range of interventions.

Pratham is a widely recognized organization, having received notable awards such as the WISE Prize for Innovation, Skoll Award for Social Entrepreneurship, the Henry R Kravis Prize in Leadership and the CNN-IBN Indian of the Year for Public Service. For more details, refer to www.pratham.org

Capacity Building Unit

Pratham's capacity building unit caters to Pratham's large and vibrant workforce and beyond. The work involves identifying needs of people at different levels, developing programs based on those needs and conducting trainings across Pratham network. The unit also undertakes capacity building programs for professionals in the Education sector such as government teachers, trainers, etc. It also has tie ups with various institutes of repute for design, delivery and certification of some of the programs.

Associate- Capacity Building Unit: Job Description

The Associate position in the Capacity building unit offers motivated and interested people an opportunity to help people enhance their knowledge and skills and thereby add value to the organization. The Associate will be based in Delhi and his/her main responsibilities are as follows:

1. **Content development:** The associate is required to keep track of new experiments and studies in the field of capacity building. He/she is responsible for creating new content, piloting new ideas and creating Training material. Training material is developed in multiple languages and the associate is required to translate the content in one or more languages.
2. **Training design:** This involves creating a training design by understanding the needs and capacity of the target group.
3. **Training Delivery:** The associate is responsible for conducting capacity building trainings and workshops across India.

4. **Training Management:** The associate will have to coordinate and manage logistics during any training program. This involves coordinating with the Training centre in-charge, the trainers and ensuring the availability of material and stationary.
5. **Coordination with Academic and project partners:** In cases where we are tying up with other academic partners, the associate is expected to coordinate with them and facilitate the creation of a healthy relationship.
6. **Post Training follow-ups and support:** Doing regular follow ups through phone calls, coordinating and correcting assignments given during the training and supporting the training group wherever needed has to be done by the associate.
7. **Documentation:** This involves training documentation, report writing and presentations for review meetings.

Who can apply

- Bachelors/Masters Degree in Humanities or Management
- Fluency in English and good writing skills
- Passion for teaching/training
- Exposure to non-profit sector is desirable
- Fluency in Hindi and one more Indian language is desirable
- Computer proficiency in MS Word, Excel and PPT
- Willingness to travel 5-10 days every month throughout India
- Willingness to adjust to different modes of transport (train, buses, etc.) and staying conditions, as majority of the travel could be in rural areas
- Work in an entrepreneurial environment, initiative and self-discipline is important
- Work experience of one to two years is desirable

How to apply

Send the following to Manisha at manisha.sadanand@pratham.org

1. Current Resume
2. Statement of Purpose (500 Words)

Only shortlisted candidates will be contacted for further processing of their application.