

Job Description

Job Title	: Program Training Officer
No. of Vacancies	: 01
Location	: Gumla (Jharkhand)
Full/Part time	: Full-Time
Duration	: One year (renewable)
Remuneration	: Rs. 40,000 – Rs. 50,000/- per month (including all deductions and perquisites)

About Organisation:

EKJUT is a non-profit voluntary organization of India. Its partnering communities are the indigenous people, people living in the underserved districts and the urban homeless. Ekjut works on the theme of Survive, Blossom, Thrive and Transform. For more details about the organisation, please visit the website <http://www.ekjutindia.org>.

About the Position:

The Program Training Officer will be responsible for designing, coordinating, and ensuring the quality of the large-scale training program for frontline workers, government functionaries, and community leaders.

Job Responsibilities:

- Develop and manage comprehensive training plans as per project objectives.
- Coordinate preparation, training, and continuous mentoring of freelance Master Trainers.
- Ensure quality and consistency in training materials, methodology, and delivery.
- Facilitate alignment of training content with project goals and local needs.
- Monitor training activities, collect feedback, and support troubleshooting for improving training effectiveness.
- Maintain close communication with the project team and stakeholders to ensure smooth execution.
- Any other responsibilities given by the organization for program and organizational development.

Required Competencies:

Educational Qualifications:

- Master's degree in Social Work, Rural Development, Public Health, or related field.

Work Experience:

- Should have 3 to 5 years of experience in block-level program implementation and coordination.
- Experience in training FLWs or working with health and nutrition programs is desirable.

Skills:

- Strong training facilitation and capacity-building skills.
- Excellent planning, coordination, and communication skills.
- Ability to adapt training approaches based on field realities.

Other:

- Qualified applicants who are women, and/or belonging to minority populations are encouraged to apply.

- Applications are received on rolling basis until fulfilled. Only shortlisted applicants will receive a response from Ekjut HR (Human Resources).
- Should have a 2-wheeler with insurance and driving license.

Interested candidates can submit their application with a covering note and Google Sheet, mentioning the position s/he is applying for in the subject line on email: ekjuthr@gmail.com till 31st May, 2025.