**NAME OF THE POSITION**

**Project Officer – Training and Documentation**

**POSITION CODE**

PO-TD

**No. of Positions**

01

**Location**

New Delhi

**Duration**

10 Months (extendable)

**Total Salary**

Rs 30,000 to 40,000/- per month

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**About the Position:**

As **Project Officer – Training and Documentation**, you will work from New Delhi as part of the team ensuring development of learning material, process documentation, and timely delivery of training and capacity building activities. You will collaborate with other Sr/ regional project officers and report to the **Project Manager**.

**General Description:**

Responsible for reviewing, identifying and develop learnings, trainings and documentation needs for the project at all levels in line with the overall project strategy. Develop a framework and set-up a process for appraising of available training modules, consult with experts in the field and ensure designing training modules, organise a time bound delivery mechanism for carrying out training and capacity development activities at the national and regional levels. Work along with the team, time track the activities, follow through and design a process for documenting project activities. Coordinate tracking of regional water related issues, identify case studies, cross regional commonalities, synthesise information and aid in setting out actions towards medium and long-term outcomes and impacts necessary for sustainable development of the regions. Represent the project, advocating river basin approach to water management at all levels. Increase the scope of the project by leveraging all forms of partnerships towards, ‘Goal-II: Promotion of citizen and state action for water conservation, augmentation and preservation’, of the National Water Mission. The above description reflects the general overview of the profile, and does not necessarily include all the details of the work requirements inherent in the position, which will emerge as the project progresses.

**Essential Role and Functions:**

- Ensure design and development of training modules. Working in the team to organise training programmes, sourcing suitable resource persons, managing training costs, budget control and support senior management in fund raising for the same.
- Developing effective project induction material, brochure, pamphlets, and a repository of case studies. Explore to identify scholars to support academic work and publication by individuals in line with the overall...
strategy of the project. Maintain the project website in a visible, relevant and dynamic manner.

- Integrate e-learning techniques, developing relevant campaign and advocacy content packages and project dissemination material under the supervision of communication and advocacy sr. officer.
- Take lead, coordinate with project team and support in the designing process of training and capacity development modules as per regional needs, and expansion of the same based on the emerging needs of the project.
- Take part in the empanelment process and support the process of identifying partner organisations such as LEAD and FIELD NGOs across the river basins, and document the steps and develop a process manual.
- Designing and follow through a mechanism for monitoring and reviewing the progress of training programmes, gathering participant feedback and documenting the process while working along with partner organisations (lead and field agencies) and other stakeholders.
- Explore new technologies and methodologies in adult learning processes. Keeping up to date with developments in training by reading relevant journals, going to meetings and attending relevant courses.
- Work with the team of regional project officers, and coordinate evaluating of training and development modules, amending, revising and documenting the process and aid in production of training resource material and process manuals. Further, aid in solving any training specific problems.
- Oversee implementation of field activities, time track of events, strategic decisions and minutes of meetings and process document the same and produce timely project reports.
- Perform other duties as may be assigned by senior management, for the development of the network of organisations.

**Qualifications and Experience:**
Masters in Social Work, Human Resource Development, Environmental Education, Agricultural Extension, Rural Development or any other related fields. Persons with other education qualification could be considered based on relevant experience in the field of water resources, managing training programmes, developing web content and process documentation.

A total of 3-4 years, including at least 2 years of hands on experience in communication, journaling, running campaigns, organising workshop and trainings in the fields of – community development, public health and social services, environmental management, rural development or any other social sector. Experience in water sector will be an advantage.