

Role	Program Associate
Designation	Program Associate – PMU Odisha
No. of Post	02 (Two)
Consolidated Remuneration	Rs. 25,000/- (Rupees Twenty Five Thousand only) per month
Location	Bhubaneswar
Reporting to	Head– Program Management Unit
Job Reference Code	PA-Odisha-OND16
Job Type	Contractual with the Program Management Unit – Vocational Education, Odisha
Background	Wadhvani Foundation’s SDN Trust has signed a comprehensive MOU with the Department of School & Mass Education, Government of Odisha, for supporting the introduction & management of vocational education in the govt. schools in the State in line with NSQF guidelines. The aim of the program is to empower the youth of Odisha with skill sets which make them more employable and more productive in their work environment such that they can make a living for themselves and their immediate family members.
Job Description	<p>As Program Officer, he/she will implement the program, as per guidelines provided by PMU Head, including but not limited to the following activities:</p> <ul style="list-style-type: none"> • Support PMU Head / Program Manager in the execution of <ul style="list-style-type: none"> ○ Orientation programs for the headmasters, district education officers and any other relevant people in the eco-system ○ VTP selection, monitoring & evaluation ○ Session planning ○ Teacher training ○ Laboratory set-up ○ Organising guest lectures /field visits ○ Placement of eligible candidates • Audit the implementation of the program by visiting schools on a defined schedule basis • ‘Own’ implementation in territory allotted • Ensure smooth and accurate data flow of MIS related to all aspects of the program. • Report inconsistencies and recommend field level execution changes • Assist the PMU Head in successful implementation of the vocational education program. • Maintain and manages administrative documents for future reference • Perform any other subject assigned for the program by PMU Head
Job Requirements & Qualifications	<ul style="list-style-type: none"> • Master Degree in any discipline preferably in development/social sector (minimum 55 % marks), experience of 6+ years in comparable positions. • Excellent communication skills in Odia and English. • Good presentation skills to conduct training programs. • Competent with MS Office tools& internet/email • Be willing to travel extensively within the State of Odisha • Willing to relocate if directed, to other district headquarter towns within the State for extended periods of time

Age limit	The age limit for the candidates shall be from 21-32 years of age. However, 05 years of relaxation can be extended to experienced & deserved candidates.
Application process	To apply please send in your CV with cover letter and Job reference code: PA-Odisha-OND16 in the subject line, to pmu-odisha@wfglobal.org . Last date of application: 19 th November 2016. Only Shortlisted candidates will be intimated of the interview. Canvassing of any sort, could lead to disqualification of candidature