

Role	Program Assistant
Designation	Program Assistant (Accounts & Establishment)– PMU Odisha
No. of Post	01 (One)
Consolidated Remuneration	Rs. 10000/- (Rupees Ten Thousand only) per month
Location	Bhubaneswar
Reporting to	Head– Program Management Unit
Job Reference Code	POA-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 Coordinator, 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"> <li>• Support PMU Head and Program Manager/Program Associate in the execution of <ul style="list-style-type: none"> <li>○ Orientation programs for the headmasters, district education officers and any other relevant people in the eco-system</li> <li>○ VTP selection, monitoring &amp; evaluation</li> <li>○ Session planning</li> <li>○ Teacher training</li> <li>○ Laboratory set-up</li> <li>○ Organising guest lectures /field visits</li> <li>○ Placement of eligible candidates</li> </ul> </li> <li>• Coordinate and capture accurate data &amp; all MIS related to the program.</li> <li>• Assist the PMU Head and Program Associates in successful implementation of the vocational education program as per their directions</li> <li>• Maintain and manages administrative documents for future reference</li> <li>• Perform any other subject assigned for the program by PMU Head</li> </ul>
Job Requirements & Qualifications	<ul style="list-style-type: none"> <li>• Graduate Degree in Commerce with minimum 55% marks (with Tally 9 preferably) with PGDCA, experience of 3+ years in comparable positions. Degree holders preferably in development/social sector will be preferred.</li> <li>• Excellent communication skills in Odia and English.</li> <li>• Competent with MS Office tools&amp; internet/email</li> <li>• Be willing to travel extensively within the State of Odisha</li> </ul>
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 mentioning "Post applied for _____" and Job reference code: POA-Odisha-OND16 in the subject line, to <a href="mailto:pmu-odisha@wfglobal.org">pmu-odisha@wfglobal.org</a> . Last date of application: 22 <sup>nd</sup> April 2017. Only Shortlisted candidates will be intimated of the interview. Canvassing of any sort, could lead to disqualification of candidature