

RECRUITMENT NOTICE

Date:06.10.2021

Down town Charity Trust, an empanelled KRC (Key Resource Centre) under the National Jal Jeevan Mission (NJJM) invites applications for various contractual positions to impart capacity building training programs (F.Y. 2021-22) in Assam and other North-Eastern States. All positions are purely contractual and co-terminus with NJJM project tenure till Mar 2024. Renewal is subject to performance.

Locations: Assam, Nagaland, Sikkim, Meghalaya, Manipur, Mizoram, Tripura & Arunachal Pradesh.

1. Position (A) : Resource Person

No. of positions: 64

Essential Qualification and Experience:

- ✓ Post Graduate in Social Science/MSW or any relevant discipline from any recognized University.
- ✓ Experience in Training and Capacity Building of grass root institutions/SHGs in rural areas.
- ✓ Experience of working in any NGO/Trust institution and/or experience in working in reputed Institution engaged in training and capacity building programs under state/central aided projects.
- ✓ Proficiency in preparation of Training Module, Executing PRA Tools and Research related work.
- ✓ Sound knowledge about structure, function, roles and responsibilities of GramPanchayats.
- ✓ Proficiency in writing and speaking in English, Hindi and local language, particularly development of learning materials.
- ✓ Keenness to undertake extensive travel in the entire NE Region.
- ✓ Soft Skills including proficiency MS Word, MS Excel, Power Point and other relevant application.

Age: Not above 58 years.

Areas of operations: All NE States.

**Remuneration: Rs. 45,000/- –Rs. 60,000/- per month excluding TA/DA.*

Mode of Selection: Personal interview.

No TA/DA will be provided for attending interview.

Date of Interview will be informed later through mail or phone call.

Candidate must send their Application & Bio-data clearly mentioning about the post applied for along with the location through email krcdowntown@gmail.com on or before 20th October, 2021.