

Terms of Reference

Computer Instructors (Skill Centre, Timarpur)

- To provide training to the candidates as per the mandate.
- Will not be confined to class room activities and will engage in establishing linkages with the market/ placement agencies, trades and business establishment under the supervision of the Project Coordinator.
- Provide counseling to prospective candidates on employment and income generation prospects.
- Shortlist candidates based on the need, vulnerability and aptitude of the candidate.
- Select genuinely interested candidates in consultation with the Project Coordinator, closely monitor punctuality and attendance of each candidate.
- Undertake home visits to help candidates overcome obstacles at home.
- Counsel candidates in case they drop out of course to bring them back to class room.
- Conduct sessions of life enrichment in the community to create and raise awareness and benefits of such skill training.
- Maintain proper records of each learner enrolled in the skill centre.
- Maintain attendance register, daily diary, stock register, record of issue of training material to candidates.
- Maintain reporting and monitoring records, employment and linkage records, best practice, success stories, case studies etc.
- And any such duties as assigned from time to time

ELIGIBILITY

Should be JSS/ITI/ NCVT qualified with 2 years experience.

Should preferably be from the community.

Duty Station: Timarpur

Salary: 11K for Computer Instructor and 10K for Beauty Trainer

Start Date: 1 October 2015