

JD – PO Training & Capacity Building

Job Title: Project Officer

Reporting to: Manager

Job Location: New Delhi

Salary – 30,000 per month to 40,000 per month

Job Overview: Provide assistance in conducting training programmes

Responsibilities and Duties

- Assist in organizing training programmes
- Maintain database of participants and resource persons
- Assist Programme coordinator in organizing games and activities during training programmes
- Document training programmes
- Assist in developing training material on child protection
- Any other tasks as per the requirement of the organisation
- Extensive travel across states and interior area/districts as per the requirement

Educational Qualifications

- MSW/ MA (Psychology)/MA (Criminology)/LLB
- BSW with 5 years of work experience or

Work Experience

- 2-5 years in social sector

Language Proficiency

- English and Hindi

Preference

- Proficiency in Microsoft Office, Microsoft Excel and PowerPoint Presentation

Please send your CV at:

contact@pmspl.net.in
