



PROJECT BASED TEMPORARY VACANCIES

Project: Adolescence Education Program in Madarsas of Bihar

Funding Agency: United Nations Population Fund (UNFPA)

Posts:

1. Trainers @INR 14000/- per month (09)
2. Facilitators @INR 17000/- per month (03)
3. Research Fellow @ INR 35000/- per month (01)

Last date for submitting CV/application: 20th June 2023 by 17 hours

About Project: United Nations Population Fund (UNFPA) has collaborated with Maulana Azad National Urdu University in a project Adolescence Education Program (AEP) in Madarsas of Bihar. AEP aims at the training capacity building and lifelong learning of adolescents studying in Madarsas. For a cluster of average 40 Madarsas a resource Centre will provide training, refreshers and supportive supervision. At each MRC there shall be three Trainers and one Facilitator.

Maulana Azad National Urdu University is an important partner in this endeavor and has been mandated for Training of Nodal Teachers, Supportive Supervision and establishing and managing the functionality of Resource Centers.

Project Duration: The project duration is till 30th September 2023 which is likely to be extended.

How to Apply:

A CV with details of educational qualifications and experiences must be emailed at:

manuuaep@gmail.com

No candidate shall be considered if he/she fails to submit his/her CV at the above given email.

Note: Trainer and Facilitators from concerned areas are needed (Please see the list of MRC and do mention the name of MRC in your CV/Application). Research Fellow shall be based in Hyderabad with extensive travel to project areas.

Date of the Interview and Venue shall be intimated after short listing.

**Prof. Mohd. Shahid
Project Director**

1- Trainer (Madrasa Resource Center)

Qualifications required:

- Graduate in any discipline.
- She/He must have good knowledge of Urdu
- Preference shall be given to those having experience of projects of similar nature/have B.Ed / M.Ed / MSW /Madarsa background
- Preference will be given to the candidate from MRC area.

Roles and Responsibility:

- Trainer will be responsible for providing quality training and supportive supervision of NTs and AEP transactions
- Developing good coordination with team members, Madarsa staff, head master, members of management committee, students-teachers, parent and civil society organization
- Ensuring submission of quality report within the time frame
- Demonstrate the planning and organizing ability during NT trainings and other community engagement activities
- Ensuring work plan of NTs and AEP Transactions at the assigned Madarasas
- Keeping update to supervisor about the AEP transaction and day to day operation
- Submission of tentative weekly/bi-weekly work plan of the activities.
- Attending meetings called by Madarsa head, MRC, RRC, APC, PC and PD.
- Any other task assigned by supervisor

2- Facilitator (Madrasa Resource Center)

Qualification required:

- Graduate in any discipline
- She/He must have good knowledge of Urdu.
- Preference shall be given to those having experience of projects of similar nature/have B.Ed / M.Ed / MSW /Madarsa background
- Preference will be given to those candidates who are resident of concerned MRC area.

Roles and Responsibility:

- Ensure smooth functioning and activities at MRC in consultation with the RRC & APC.
- Facilitators shall undertake all tasks as due for Trainers and in addition Facilitator shall provide leadership to MRCs
- Responsible for the entire operations, tasks assigned/ undertaken by Madrasa Resource Centre (MRC) along with supportive supervision of AEP transactions
- Planning and organizing NT trainings, supervisory visit and MRC management
- Developing good coordination with team members, Madarsa staff, and head master, members of management committee, students-teachers, parent, and civil society organization.
- Providing support to NTs in planning organizing and conducting quality AEP transactions
- Timely submission of report in prescribed format.

- Accountability and transparency in utilization of resources available at RC
- Responsible for all financial advances and expenditures undertaken for NT trainings and other activities with the support of APC.
- Submission of tentative weekly/bi-weekly work plan of the activities
- Ensuring work plan of NTs and AEP Transactions at the assigned Madarasas
- Attending meetings called by Madarsa head, MRC, RRC, APC, PC and PD.
- Any other task assigned by the supervisor

3. Research Fellow (Located at Hyderabad)

Qualification required:

- The Candidates must have Master of Social Work or Master of Education (M.Ed.).
- The following category of candidates shall be preferred:
 - Candidates having Madrasa Background
 - Candidates having knowledge of Urdu
 - Candidates having pursuing or have PhD on the related subject
 - Candidates having intensive field and research experiences including that of working with international agencies or on their projects
 - Candidates must be ready to travel widely across the project areas including stay in project districts.

Roles and Responsibility:

- Technical and research support to PD
- Facilitate in the overall quality and smooth functioning of project consultation with PC/PD
- Make regular observation of training and capacity building processes at CTE/RRC/Madarasas
- Collection of data in term of observation, narratives, interview and contribute in project documentation.
- Sharing the feedback with team members based on field observations
- Providing technical and strategic support to the project regarding trainings and AEP transactions
- Support in planning and organizing of meetings, workshops and trainings
- On site observation and facilitation for the supportive supervision
- Documentation, research and publication
- Submission of Bi-weekly/monthly tentative work plan of the activities
- Facilitating reporting of activities and developing Monthly/Quarterly Progress Reports

Districts wise List of MRCs and its Location

Expected – Vacancies

S. No.	MRC Place	District	Number of MRCs	Number of Facilitators	Number of Trainers
1.	Nalanda	Nalanda	1	0	1
2.	Madhubani	Madhubani	1	0	1
3.	Kishanganj	Kishanganj	3	1	2
4.	Purnia	Purnia	2	1	1
5.	East Champaran	East Champaran	1	0	1
6.	Katihar	Katihar	1	0	1
7.	Supaul	Supaul	1	0	1
8.	Araria	Araria	1	0	1
9.	Bhagalpur	Bhagalpur	1	1	0
		Total	12	3	9

S.No.	Name of the Position	Number of Position
1.	Research Fellow (Located At Hyderabad)	1

Note: Number of Vacancies may increase and the project duration is till 30th September 2023 which is likely to be extended.

**Prof. Mohd. Shahid
Project Director**