

Position: Associate Program Manager- Community Mobilization

No of Posts: 1 (One)

Location: Khowai District, Tripura

Centre for Microfinance and Livelihood (CML) is an Initiative of the Tata Trusts, imbibes the larger vision, values and goals of the Trusts, carrying along with it, its core competence in capacity building, linkage and facilitation. Education is one of the key intervention areas of CML which focuses on enhancing quality education in government schools by partnering with government and community. The programme addresses the key issues of learning outcomes in classrooms, development and use of teaching learning materials and teachers education.

About Education Programme

Education programme under Tripura State Initiative is jointly implemented by CML and Tata Trusts in Khowai District of Tripura. The state of Tripura has a large tribal population and culturally diverse demography. Though it has an adequate network of schools and a favorable teacher/student ratio in most schools, yet there is a need to improve academic quality. Government of Tripura in collaboration with CML-Tata Trusts has expressed interest in improving the quality education across all the existing government schools (99 schools, approx. 9000 students) in Tulasikhar block of Khowai district under the Tripura State Initiative, an umbrella programme with focused intervention in Dairy, Fisheries, Skill Development, Education, Health and Nutrition.

The Education Project aims to improve the learning levels of students belonging to classes I to X.

Associate Program Manager – Community Mobilisation

Key Roles and Responsibilities

- a) Coordinate all work related to community- SMC and gram panchayat etc. in the block.
- b) He/she will be single point of contact for all the activities under community engagement in the block.
- c) Work with the school's headmaster and teachers of the assigned cluster.
- d) Provide support to all programme implementation activities in the respective clusters.
- e) Data collection and reporting – maintaining cluster profile.
- f) Build Capacity – participating in all capacity building and training activities.
- g) Provide support to subject coordinator and resource persons in conducting Teachers forum in the respective clusters.
- h) Provide support to Program Manager in district liaisoning.

Minimum Qualification- Graduation/Post graduation in any discipline with minimum one year of work experience in the social sector.

Desirable –

1. 1 to 2 years of experience of rural development/community engagement
2. He/she should know local language - Bengali and/or Kokborak

Remuneration- Rs. 20,000/- to Rs 25,000/-

How to apply-Apply under Subject name **CV_ Education programme** at anupama@tatatrusters.org and cmladmin@tatatrusters.org. Kindly submit your CV /Biodata in below prescribed format by - **20th July 2018**

Centre for Micro Finance & Livelihood (CML), an Initiative of Tata Trusts



Position Applied for	
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1. Name (in Capital Letters)

First Name	Middle Name	Last Name

2. Name of the Guardian:

Name	Relationship

3. Address:

Particulars	Permanent	Correspondence
House/Flat No.		
Village/Town/City		
PO		
PS		
PIN Code		
Mobile		
E Mail ID		

4. Other Details:

Sex (✓)	M / F / 3rd Gender	Marital Status(✓)	Married/Single/Widow/Divorced/Separated
Date of Birth	Day-	Month-	Year-

5. Academic Qualification: 10th onward----

Examination Passed	Year of passing	Board/University	% of marks obtained	Division/class

6. Other Qualification, If any:

7. Professional Experiences:

Name of the Employer	Designation	Core Responsibilities	Period	Duration in month

8. Experience of Group and / Or Social Activities:-

9. Training & Exposures (If Any)

SI No.	Name of the Training	Organizing Agency	Duration

10. Language /Skill/Proficiency ({Please Specify, H- High, M-Moderate, L- Low)

SI No	Language	Speak	Read	Write

11. Reference: (One reference must be from the Head of the organization you last worked with)

SI No.	Name	Organization	Address with Contact No. & Email ID

Undertaking:

I, hereby declare that the information provided above is true to the best of my knowledge.

Place:

Signature

Date: