

Effective Date:

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Designation:	Manager- Capacity Skill Building
Job Department:	Capacity Skill Building
Reporting Manager:	HOD
Years of Experience:	4-6 years, preferably in Training background
Industry:	NGO
Qualification:	Masters from a reputed institute
Employment Status Permanent/part time/ contractual):	Permanent
Job Location:	New Delhi
CTC	25000-35000 per month

DESCRIPTION:

The Manager – Capacity Skill Building is responsible for managing the monthly calendars and training programs at all levels and managing the parent support group and KCK members.

DEPARTMENT DESCRIPTION:

This department is to build the capacity and capabilities within local voluntary and PSGs groups in improving the outcomes of employees.

COMPETENCIES/ SKILL SET:

- Should have Strong knowledge of working in NGO Sector.
- Demonstrated strong leadership and management skills.
- Ability to develop and establish policies and procedures.
- Strong communication and Microsoft office skills.
- Ability to work independently, take initiative and manage a variety of activities concurrently.
- Strong knowledge of statutory level compliance.