



PROJECT-BASED TEMPORARY VACANCIES

Project: Adolescence Education Program in Madrasas of Bihar

Funding Agency: United Nations Population Fund (UNFPA)

Posts:

1. Trainers @INR 14000/- per month (46)
2. Facilitators @INR 17000/- per month (27)

Last date for submitting CV/Application: 05th March 2024 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 Madrasas of Bihar. AEP aims at the training capacity building and lifelong learning of adolescents studying in Madrasas. For a cluster of an average 40 Madrasas 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 31st March 2024 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 on or before 05.03.2024 at the above-given email.

Note: Trainers and Facilitators from concerned areas are needed (Please see the list of MRC and do mention the name of MRC in your CV/Application).

The date of the Interview and Venue shall be intimated after shortlisting.

Prof. Mohd. Shahid
Project Director
MANUU,UNFPA (AEP) Project, Hyderabad

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, madrasa 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 madarsa
- 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 visits, and MRC management
- Developing good coordination with team members, Madarsa staff, and head master, members of the management committee, students-teachers, parents, and civil society organizations.
- Providing support to NTs in planning organizing and to conduct 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 Madrasas
- Attending meetings called by Madarsa head, MRC, RRC, APC, PC and PD.
- Any other task assigned by the supervisor

**Districts wise List of MRCs and its Location
 Expected – Vacancies:**

Sr. No	MRC Place	District	Number of MRCs	Number of Facilitators	Number of Trainers
1.	MRC – Kishanganj, Pothia Bazar, Shakur, Bahadurganj & Natwapara Bahadurganj, Dighalbank, Thakurganj, Teragachch and Kashibari, Kochadhamaan & Sahengaon, Kochadhamaan	Kishanganj	9	3	7
2.	MRC – Muzaffarpur	Muzaffarpur	1	1	1
3.	MRC – Bariyarpur, Nanpur	Sitamarhi	2	2	0
4.	MRC – Siwan	Siwan	1	0	2
5.	MRC – Baghela Ghat, Garri Jale, Quilaghat, Bathiya and Namnagar Nabtolia	Darbhanga	5	5	5
6.	MRC – Shahpur Baghauni	Samastipur	1	1	1
7.	MRC – Saharsa	Saharsa, Madhepura	1	1	0
8.	MRC – Amour, Kasba, Dagarua and K. Nagar	Purnia	4	1	4
9.	MRC – Forbesganj, Jokiahat and Araria	Araria	3	1	5
10.	MRC – Chitahi Hanuman Nagar	Supaul	1	1	1
11.	MRC – Kalyanpur and Janerwa	East Champaran	2	1	1
12.	MRC- Bettiah and Narkatiaganj	West Champaran	2	1	1
13.	MRC – Ekhattha, Bhagwanpur, Pachehi, Bisfi, Jainagar and Raghonagar	Madhubani	6	2	6
14.	MRC – Bhagalpur	Bhagalpur	1	0	1
15.	MRC – Begusarai	Begusarai	1	1	0
16.	MRC – Katihar, Azamnagar, Korha, Kadwa, Barsoi, Balrampur, Amdabad and Pranpur	Katihar	8	5	8
17.	MRC – Nalanda	Nalanda, Patna and Nawada	1	1	0
18.	MRC – Aurangabad	Aurangabad, Gaya, Ara, Bauxar and Rohtas	1	0	3
Total			50	27	46

Note: The number of Vacancies may increase and the project duration is till 31st March 2024 which is likely to be extended.

Prof. Mohd. Shahid
Project Director
MANUU, UNFPA (AEP) Project, Hyderabad