

JOB DESCRIPTION: IT Trainers

Job Location: West Delhi (Uttam Nagar), North Delhi (Mangolpuri) , Gurgaon (Sidhrawali)

No of vacancies: 03 (three)

Min. Qualification: Graduate/post graduate (BCA/MCA) or in any discipline with one year diploma in computer application

PRIMARY RESPONSIBILITIES:

- Training of trainees in different courses running at the centre.
- Assessment of students at the centres.
- Data compilation
- Conducting trainee assessment.
- Assessing and upgrade the capacity of the junior trainer.
- Data entry for monitoring & evaluation.
- Overall supervision of the centre.
- Making presentations at schools and other publicity and campaign work, community surveys, etc.
- Publicize programme to target potential communities so as to attract large pool of enrollments at the centres.
- Organize co-curricular activities at the centres for holistic development of trainees.
- Organize large and small group workshops, social service activities and annual day celebration at IT centres.

ADDITIONAL RESPONSIBILITIES

- Carry out any additional duties and projects assigned by the Program Manager/ COO/Managing Trustee of Udayan Care or H.O.