

PROJECT SUPERVISOR - CAPACITY BUILDING

Apnalaya works with the urban poor- *Enabling* access to basic services, healthcare, education and livelihoods; *Empowering* them to help themselves; and *Ensuring* provision of civic entitlements through advocacy with the government.

Our range of programs work at three different levels to help uplift the urban poor:

- **INDIVIDUAL** - We enable access to basic civic amenities, healthcare, education and livelihoods – necessary for individuals to survive, feel secure and grow.
- **COMMUNITY** – We empower the community to help themselves, by building their capacity as Volunteers.
- **GOVERNMENT** – We ensure the provision of civic entitlements through advocacy with the government.

We believe that people aware of their rights and responsibilities and equipped with tools to work with the government will lead to sustainable development in their neighbourhoods.

JOB DESCRIPTION

A Project Supervisor (Capacity Building) is responsible for managing the entire spectrum of work related with facilitation and training of the projects undertaken by the Citizenship and Advocacy team. It includes assessing training needs, developing lesson plans, customizing curriculum and associated training material and taking facilitation sessions and preparing session reports. The Citizenship and Advocacy programme focusses on self and social awareness, critical thinking and civic and constitutional rights. Our belief is that people aware of their rights and responsibilities and equipped with tools to work with the government will lead to sustainable development in their neighbourhoods.

Location: Mumbai (Chembur and M East ward)

Reports to the Project Director, Citizenship & Advocacy

A. KEY RESPONSIBILITIES

Management of Training Projects

- Developing an SOP for citizenship training and training modules, including online facilitation
- Customize and prepare training materials such as module summaries, videos, presentations, etc.
- Contribute to curriculum reviews and development
- Develop a pool of trainers in-house; train the trainers/team members
- Report on the quality and effectiveness of the conducted sessions
- Conduct refresher training periodically for facilitators on skill enhancement
- Manage expenditure and the overall training budget
- Maintain and manage data of the projects as per the organisational data policy

Team Management

- Manage, guide, mentor, and review the staff reporting in this position
- Identify capacity building needs of the staff and partners
- Assist with reporting and overall team management

Budgetary Responsibilities

- Work with the Director or the Project Lead to develop and manage programme/project training budgets; develop monthly projections, monitor and settle expenses as per the Organisational and statutory norms

Organisational Responsibilities

- Contribute to and participate in Organisational initiatives, events and capacity building plans
- Share regular reports, stories of success and challenges with the Communications team

QUALIFICATIONS & EXPERIENCE

An overall understanding of the constitutional framework, fundamental rights, secularism, democracy, human rights, community empowerment, youth development, capacity building are critical to this role.

- A Master's Degree in Social Work or Social Sciences
- 3 to 5 years of experience in training of Civil Society Workers and urban communities, especially adolescents and youth
- Proficiency in Hindi and English, with a working knowledge of Marathi (desirable)
- Comfortable with MS Office and Social Media & Communications/training platforms
- Strong presentation and communications skills

BEHAVIOURAL COMPETENCIES

We look for a team player, solution-oriented, self-driven professional with strong sense of empathy, equity, constitutionalism, integrity and ownership.

[Send your application and CV to: hr@apnalaya.org](mailto:hr@apnalaya.org)