

About Dhwani Foundation:

Dhwani Foundation is a Bengaluru based registered trust. Its primary objective is to improve the productivity & efficacy in the social sector, through organizational development programmes, technology enablers, system & process improvement and sectoral strengthening. Log on to www.dhwanifoundation.org for more details. Currently foundation's work is spread in Karnataka, Tamilnadu, North-East and other parts of the country, supporting close to 1500 grassroots NGOs through various initiatives. Dhwani foundation also works with the Government, Donors, NGO Federations, Academia and other stakeholder to promote a vibrant and credible social sector. Dhwani foundation is a team of 30 members from diverse fields who bring-in interesting dimensions to the development sector.

Position: Master Trainer - (Full time)-Odisha Region

Location: Based in Odisha with frequent travel across the Odisha State.

Purpose of the Job:

Enhance Knowledge, skill sets and understanding among NGO Founders/Leaders, Board members and team members on Organizational Development such as Compliance, Finance, Accounts, Human Resource, Governance, Program Planning etc. through trainings/workshops, coaching and leadership engagement.

Key Responsibilities:

- Gain in depth subject expertise in the areas of Niranthara OD programs.
- Designing training scheduling, methodologies and deliver as per the scheduled timings.
- Develop appropriate training materials, reference materials and handouts based on the broad content
- Coordinate with external resource persons/trainers where needed and ensure such people deliver quality trainings.
- Co-ordinate with DF central training wing, program manager and help desk managers to ensure better co-ordination and quality of the process.
- Responsible for ensuring quality and progress of all partners in all subjects.
- Be a coach, mentor and a support to NGO leaders, Board and other team members to enhance their subject expertise.
- Ensure Helpdesk to have required follow up system for ground actions.

- Visit partner NGOs to understand ground realities to improve delivery and efficacy. Set ongoing follow-up mechanisms measure progress against results framework and parameters.
- Co-ordinate assessment of each Cohort with M&E department
- Participate in all reviews, management discussions and seek opportunities to strengthen the program
- Process documentation, reflections and take any course corrections if needed.

Experience:

At least 8-10 years work experience in handling responsibilities of training design, content development and delivering trainings. Exposure in working with senior leadership teams.

Skills & Knowledge:

- Master's degree in any streams- certificate course in training, content design, teaching are added values
- Training design, methodologies and delivery of training in larger groups,
- Excellent people skills, be able to collaborate and Coordinate at all levels.
- Language skills- two or more languages -Oriya, Hindi and English Reading, Writing and speaking is Must.
- Must be able to use computer and handle internet, Word, XL, PowerPoint

Salary Offered: Commensurate with experience

Application Process:

To apply for this position, share your CV with a covering letter to careers@dwanifoundation.org with “Master Trainer-Odisha Region” as the subject line.

Will be helpful if you share a link to your LinkedIn profile.

Only short-listed candidates will be contacted.