

Position Trainee - Program Implementation (Full time - in Office)

About Dhwani Foundation A Bengaluru based registered trust, our primary objective is to improve productivity and efficacy in the social sector, through Organisational Change Management (OCM) programs, technology enablement, system and process improvement, and sectoral strengthening. Our work is across seven states—Karnataka, Tamil Nadu, Andhra Pradesh, Odisha, Jharkhand, Assam and Manipur, reaching close to 2800 grassroots NGOs through various OCM initiatives **Log on to www.dhwanifoundation.org for more details.**

Position - Trainee - Program Implementation (Full time - in Office)

This position entails undergoing on-the-job training for the first 6 months. Upon successful completion of the training and satisfactory performance, the Trainee will be confirmed as a Program Implementation Executive.

Training & Location Details We are hiring 8 Program Implementation Trainees across the following locations -

- **Karnataka** - 1 (Base Bangalore)
- **Odisha** - 2 (Base Bhubaneswar)
- **Tamil Nadu** - 3 (Base Chennai)
- **Jharkhand** - 2 (Base Ranchi)

The first 2 weeks of training will be conducted in Bangalore. Thereafter, candidates will be based in their respective locations and will be required to travel across the state, depending on the location of NGO partners.

Candidates are required to indicate their preferred location in their application and in the subject line of the email.

Purpose of the job

To ensure all the knowledge gained by the NGO partners in the training sessions are implemented within the agreed timelines for the successful completion of the Program through guidance, monitoring, and field support to all NGO partners enrolled in the Organizational Change Management (OCM) Programs in the state.

Key Responsibilities

- To gain in-depth knowledge about all subjects of Niranthara by attending trainings, workshops, self-study.
- Be a central hub for all communications, follow ups and co-ordination among all partners in co-ordination with trainers and other DF members.
- Be observant in all external facing calls and training sessions to understand and document observations and issues with the Senior IM.
- Build Question & Answer guidebook and update as the queries come from the field.
- Co-ordinate with trainers on regular basis to ensure all technical needs of partners are addressed and key questions are escalated.
- Master the Niranthara indicators in spirit and use SAT platform to operationalize day-to-day implementation activities
- Participate in Trainings & workshops, support Trainer & Senior IM to deliver sessions effectively, support in conducting hands-on workshops, engage in conducting ice-breaker activities during Trainings.

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Key Responsibilities

- Follow up and mobilise participants for online trainings. Prepare logistics for online training sessions
- Develop trackers to track day-to-day progress of partners on all program deliverables. Follow up with Service Provider Vendor to collate this data periodically
- Support Trainer & Senior IM to develop post training reports
- Develop case studies of outcomes & impact
- Ensure DF Goonjan is up-to-date for the Cohort
- Closely work with central M&E team for all assessments and documentations as per the timetable.
- Adopt tools & technology required for the implementation support function to ensure information is organized and readily available for reviews & analysis.
- Be updated with social sector news & emerging changes
- Contribute to internal team reviews, reflection meetings, and strategic discussions, escalate potential risks and critical challenges ensuring timely resolutions.
- Contribute to all state level activities, events and launches as part of the organizing team. Be flexible to step in to support any emergencies in the state as required.
- The job description is dynamic and can change with the organization structure, policies, requirements, and the changes in the ecosystem in which the organization operates.

Experience

Minimum 1 to 2 years of experience working with NGOs or relevant sectors. Exposure to coaching, mentoring and relationship building will be added advantage.

Experience Skills & Knowledge

- Should have Graduate/master's degree in any stream. Specialization in any social sciences will be an advantage.
- Knowledge of the social sector and working with NGOs or exposure to relationship management, partnership management.
- Exposure to NGOs Organization Development (OD) process, peoplemanagement, communication, problem- solving will be an advantage
- Candidates must be able to read, write and speak the language of their chosen state, in addition to English and Hindi.
- Ability to travel and be away from home for long-term training and field visits.
- Good communication skills, flexibility, ability to learn new tools and technology

Salary : ₹3 Lakhs Per Annum (LPA)

Application Process:

To apply for this position, share your CV with a covering letter to **careers@dhwanifoundation.org** with '**Trainee - Program Implementation (preferred State)**' as the subject line. Will be helpful if you share a link to your LinkedIn profile. Only short-listed candidates will be contacted.