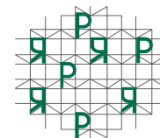


Job Announcement Form

Professional Assistance for Development Action (PRADAN)

Title of position offered	Master Trainer (Skill Development)
Number of Vacancies	1
Roles and Responsibilities:	<ul style="list-style-type: none"> • Facilitate aspiring young women to access skill-based employment opportunities • Conduct training and capacity-building sessions as per curriculum (pre- and post-placement) • Support mobilization and identification of candidates through village-level engagement • Accompany field teams (Sarthis) during counselling and mobilization activities • Prepare and implement monthly training plans at village and team levels • Provide pre- and post-placement support to candidates • Maintain and update MIS and track progress of skill development activities • Prepare reports, data sheets, and presentations as required • Support execution of various project activities as per emerging needs • Coordinate closely with team members and report progress to the Project Team • Any other project related work as assigned by the project team
Eligibility criteria	Qualifications and Experience: <ul style="list-style-type: none"> • Graduate in any discipline • Minimum 1 year of experience in training, facilitation, or capacity-building activities
Skills and Competencies	Required Skills and Competencies: <ul style="list-style-type: none"> • Strong training and facilitation skills • Good communication and interpersonal abilities • Ability to engage and motivate rural women • Basic knowledge of MS office, reporting, and documentation • Planning and coordination skills • Willingness to travel and work in rural areas
Place of posting/Location	Keonjhar district, Odisha
Proposed Salary range	Rs 20,000-24,000 CTC per month based on qualification and experience (As per PRADAN pay structure)



Nature of job	One-year fixed term contract and extendable based on performance and project continuity
Last date of Application	30 th April, 2026
For queries write to (email ID)	keonjhar@pradan.net
Preference	<ul style="list-style-type: none">• Candidates fluent in Odia language and ready to work in remote village setting at Block level are encouraged to apply. Speaking in Hindi will be having an additional benefit.• The role requires frequent travel to villages. Preference will be given to candidates who can drive a two-wheeler and should have a valid driving license.
Insert Google Form link for pulling CVs	https://forms.gle/Fr2JHprqXY7NuSx66