



Project Based (temporary) Vacancies

Maulana Azad National Urdu University, Hyderabad invites application in the prescribed format for the following project based temporary positions in various districts of Bihar

- 1. Master Trainers (36) @INR 12000/- per month**
- 2. Resource Centre Facilitators (12) @INR 15000/- month**
- 3. Admin and Finance Coordinator (1) @ INR 35000 per month**

Last date for submitting CV/Application: 22th October 2020 by 17:00 hours

About Project: United Nations Population Fund (UNFPA) has collaborated with Maulana Azad National Urdu University in a project on Adolescence Education Program (AEP) in Madarsas of Bihar. AEP aims at enhancing and strengthening lifelong learning of adolescents. MANUU will seek to strengthen the capacities of teachers in Madarsas through regular trainings of Nodal teachers and developing Regional Resource Centres at a unit of 40 Madarsas. For a cluster of average 40 Madarsas a Regional Resource Centre shall function to provide trainings, refreshers and supportive supervisions. At each RRC there shall be 3 Master Trainers and 1 Facilitator.

Maulana Azad National Urdu University is an important partner in this endeavor and has been mandated for Training of Nodal Teachers, Supportive Supervision and establishing and managing the functionality of Regional Resource Centers (RRC).

Master Trainers and Facilitators from the concerned RRC areas are needed (please see the list of RRCs and do mention in your CV/application in which RRC Location you are interested).

Admin and Finance Officer Shall be primarily post at CTE, Darbhanga

How to Apply:

A CV/application with details of educational qualifications and experience must be emailed at the following email id: faiz@manuu.edu.in

For any further details please refer to Prof. Md. Faiz Ahmad, Project Coordinator/Principal, MANUU CTE, Darbhanga (9934820647).

Date of Interview and Venue to be intimated after short listing.

**Prof. Mohd. Shahid
Project Director
UNFPA MANUU (AEP) Project
MANUU Hyderabad**

Note: The details of the positions, qualifications and expected roles and responsibilities are the given the next page. At the end the list with RRC location is given.



1- Master Trainers (Regional Resource Center)

Qualifications required:

- Graduate in any discipline
- Preference shall be given to those having experience of projects of similar nature/have B.Ed / M.Ed/ MSW /Madarsa background
- S/He should be the resident of the project area (see the list below)
- S/He must have good knowledge of Urdu

Roles and Responsibility:

- MT will be responsible for providing quality training and supportive supervision of NTs and AEP transactions
- Developing good coordination with team members, Madarsa staff, head master, members of management committee, students-teachers parent association and civil society organization
- Ensuring submission of quality report within the time frame
- Demonstrate the planning and organizing ability during NT trainings and other community engagement activities
- Ensuring work plan of NTs and AEP Transactions at the assigned Madaras (average 10 per RRC Trainers)
- Keeping update to supervisor about the AEP transaction and day to day operation
- Submission of tentative weekly/bi-weekly work plan of the activities.
- Attending meetings called by Madarsa head ,RRC, APC and PC.
- Any other task assigned by supervisor

2- Facilitator (Regional Resource Center)

Qualification required:

- Graduate in any discipline
- Preference shall be given to those having experience of projects of similar nature/have B.Ed / M.Ed/ MSW /Madarsa background
- S/He should be the resident of the project area (see the list below)
- S/He must have good knowledge of Urdu

Roles and Responsibility:

- Ensure smooth functioning and activities at RRC in consultation with APC & PO(TF) and support of Regional Resource Coordinator from AEP Cell
- Facilitators shall undertake all tasks as due for Master Trainers and in addition Facilitator shall provide leadership to RRCs
- Responsible for the entire operations, tasks assigned/ undertaken by Regional Resource Centre (RRC) along with supportive supervision of AEP transactions
- Planning and organizing NT trainings, supervisory visit and RRC management
- Developing good coordination with team members, Madarsa staff, head master, members of management committee, students-teachers parent association and civil society organization



- Providing support to NTs in planning organizing and conducting quality AEP transactions
- Timely submission of report in prescribed format.
- Accountability and transparency in utilization of resources available at RC
- Responsible for all financial advances and expenditures undertaken for NT trainings and other activities with the support of APC and PO(TF)
- Submission of tentative weekly/bi-weekly work plan of the activities
- Ensuring work plan of NTs and AEP Transactions at the assigned Madarsas (average 10 per RRC Trainers)
- Attending meetings called by Madarsa head, APC and PC.
- Any other task assigned by supervisor

3-Admin and Finance Coordinator (1) located at CTE Darbhanga

Qualification Required: B.com /MCom/MBA/MSW /PG/equivalent and working experience of admin and finance in projects of similar nature/ /well versed in computer and programs like Tally.

- Technical support for maintaining and monitoring budget and financial transactions of the project under the direct supervision of PC and PD
- Develop the timelines and targets for finance and project activities including drawing of advance and settlement of expenditures
- Ensure that expenditures in all project activities are as per GFR and Project Norms
- Orient and train project team on item wise norms of expenditure including GFR/GST/others
- Monitor and make random visits to field for facilitating RRC teams to have good financial norms in place and update the same to all concerned
- Develop checklists for scrutiny of bills and settlement of expenditures
- Scrutiny the bills and expenditures for processing and settlement
- Any other task assign by supervisor



List and Project Areas of Regional Resource Centers (RRC)

S. No.	RRC Location (Tentative)	Districts Covered	No. of RRCs	No. of Facilitators	No. of Master Trainers
1	2	3	4	5	6
1.	Motihari	East Champaran	2	2	6
2.	Bettaha	West Champaran	2	2	6
3.	Muzaffarpur	Muzaffarpur/Vaishali	1	1	3
4.	Sitamarhi	Sitamarhi/Sheohar	2	2	6
5.	Siwan	Chapra/Siwan/Gopalganj	1	1	3
6.	Gaya	Gaya/Nawada/Rohtas/Sasaram /Aurangabad	1	1	3
7.	Nalanda (Bihar sharif)	Nalanda (Bihar sharif)/Patna/Buxar/Bhojpur /Arrah	1	1	3
8.	Bhagalpur	Banka/Bhagalpur	1	1	3
9.	Begusarai	Khagaria/Munger/Jamui/ Sheikhpura/lakhisarai/Begusarai	1	1	3
			12	12	36

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