

**Government of Karnataka**  
**Karnataka Panchayat Raj Commissionerate**  
**Department Rural Development and Panchayat Raj**

**Job Description 1: Training and Research Coordinator.**

Background: Department of RDPR in partnership with UNICEF is implementing a program “**Mainstreaming the sustainable WASH services and MHM in Karnataka**”. A program is proposed to be initiated in selected Gram Panchayats (GP) to develop them into model GP on MHM. This program would focus on improving access to knowledge, menstrual products, and WASH infrastructure and promoting safe and eco-friendly menstrual waste disposal practices. The incumbent will have a unique opportunity to work with the Government as well as non-Government institutions to strengthen the skills and get insights in WASH sector.

**Objective of Assignment:**

To strengthen the enabling environment for capacity building and research on WASH services through the Department of Rural Development and Panchayat Raj, GoK in the state of Karnataka.

**Purpose:**

He or She should support state in identification of key resources, preparation of training modules, SoPs, Capacity Building plan, conducting of trainings and should submit the timely reports with the state government as well as UNICEF as agreed in the proposal.

**Programme Area and the specific project involved:**

Capacity Building and Research in Water Sanitation and Hygiene.

**Deliverables:**

- Support state in identifying key resources and setting up of WASH Training and Resource Centre (WTRC), preparation of action plan and conducting of meetings.
- Support state in conducting Master Trainer’s training program to members of PRIs, Janitors, GPLFs, Water Operators and other functionaries for improved WASH services.
- Conducting of Situational Analysis of SSLWM and WASH in Institutions.
- Preparation of SoPs for conducting cascading trainings on improved WASH services.
- Identification and documentation of best practices along with documenting the process of WTRC establishment, integrating WASH into PRIs.
- Prepare and share quarterly reports with UNICEF and CPR.

  
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- Any other activities/tasks/responsibilities assigned by Commissioner, Panchayat Raj Department and Director, ANSSIRD&PR, Mysuru

**Key Tasks:**

- Support state in preparation of Annual Implementation Plan for improved WASH services.
- Develop a concept note on need for establishing WTRC and help state in establishing WTRC.
- Identify key resources with the support of state and empanel them to WTRC and prepare training modules for various master trainer's trainings (PRIs training, SLWM training, Functionaries training).
- Develop concept note, schedule, number of participants and budget required for conducting the trainings to master trainers.
- Plan and monitor the trainings at District level by Master Trainers and ensure documentation of Trainings by them.
- Identification of external agency and taking up of situational analysis of Sustainable Solid Waste Management in selected GPs and situational analysis of WASH in institutions.
- Identify key areas for preparing 5-year action plan on working of WTRC.
- Preparing monthly/quarterly financial and progress reports meeting the reporting requirements of UNICEF as per the agreement in structured formats.
- Coordinate with the technical team to develop a Training Management Information System (TMIS) dashboard for the project.
- Identify indicators of WASH to be integrated in monitoring system of PRIs
- Support State in issuing necessary guidelines for integrating WASH indicators in regular monitoring system of PRIs.

**Duty Station:** ANSSIRD&PR, Mysuru

**Reporting Officer:** Commissioner, Panchayat Raj, Karnataka Panchayat Raj Commissionerate.


**No. of Position:** 01

**Age Limit:** Not exceeding 45 years.

**Duration of contract:** February 1, 2024 to December 31, 2024.

**Official Travel Involved:** 8-10 days a month. TA/DA will be as per actual.

**Remuneration:** Rs.75,000/- per month. (Consolidated/Fixed Basis)

  
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Rural Development & Panchayat Raj

### Qualification/ Experience:

- Master's in Sociology /Public Health /Communication /Population Studies /Rural development /Social work /Nursing or equivalent field.
- Additional courses in WASH and CCES or training will be added advantage.
- Minimum 2 years of experience in capacity building include organisation and facilitation of training, workshops, consultative meetings, Capacity Building Need Assessment, development of training modules, research, development of IEC materials, social and behavioural change experience etc are mandatory.
- 1 to 2 years of Water Sanitation and Hygiene field experience are mandatory.
- Additional experience in field of capacity development/communication/ Capacity Building and Research/ WASH/DRR/Climate Change domain will be added advantage.
- Proven conceptualization, quantitative and qualitative analysis, presentation, and report writing skills.
- Good knowledge and experience in usage of MS Office and other software packages.
- Good communication skills in English and Kannada are essential for this assignment.
- Willing to frequent travel to different Districts, Talukas, Gram Panchayaths, and Villages whenever required.

### Additional Requirements:

- Previous experience with multilateral or international/UN organization is desirable.
- Previous experience with Government is desirable.
- Previous experience of Training and capacity building is desirable.

### Score Sheet:

Component	Score
Educational Qualification	25 Marks
Experience	25 Marks
Written Exam	25 Marks
Interview	25 Marks
<b>Total</b>	<b>100 Marks</b>

**Selection Process:** Duly received CVs, along with cover letters, will be reviewed by a hiring committee at the panchayat raj Commissionerate and shortlist of candidates will be prepared after a technical evaluation of qualifications, experience and suitability for the positions advertised. Eligible and shortlisted candidates will be invited for a short-written assignment (both in Kannada and English language) and oral interview with the hiring committee. Only selected candidates will be informed of the final decision by the Committee.

**How to apply:**

1. A **Cover letter** explaining the motivation for applying and also explaining how the qualifications and skill-set of the candidate are suitable for this position (Not more than 1 page).
2. A **CV** that outlines the qualifications and experience related to the advertised position of Coordinator. Highlight any experience related to Capacity Building and Research in Water, Sanitation and Hygiene (WASH).

**Email both as attachments to: [prekar.recruitment@gmail.com](mailto:prekar.recruitment@gmail.com) with the subject Line: "Training and Research Coordinator" by 21<sup>st</sup> January, 2024 before 5.30 pm.**

  
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Karnataka Panchayat Raj Commissionerate  
Rural Development & Panchayat Raj  
Bengaluru