



Self-Employed Women's Association - SEWA Delhi
Skill Trainer

About Us

ABOUT SEWA Delhi's informal economy workforce remains unrecognized despite being in the nation's capital. Since 1999, SEWA has been organising women in order to bring them out of the shadows, support their livelihoods, and lift them out of poverty. SEWA's work in Delhi began with women vegetable vendors in Jahangirpuri area. While organising began in a small locality, other women soon joined as they shared common livelihoods, concerns, and goals. Through 9 SEWA Shakti Kendras (SSKs), SEWA Delhi now covers 18 areas of the city including: Jahangirpuri (North Delhi); Raghbir Nagar, Sonia Vihar (West Delhi); Sunder Nagari, Gokulpuri, Rajiv Nagar and New Ashok Nagar (East Delhi); Anand Vihar (North-East Delhi), Nand Nagri, Mulla Colony and Mustafabad.

Overview of the position

SEWA Delhi Trust is hiring a Skill Trainer under a Skill Development project. The Skill Trainer would essentially be working to train young girls (between 18-35 years) from the communities in and around Harkesh Nagar in Delhi. Skill Trainer would be conducting regular training sessions with the girls to develop their soft skills and market readiness skills to get them placed into formal sector jobs. Additionally, Skill trainer will also over look and support in mobilization activities, placement coordination, curriculum development and other programmatic activities as and when required.

Responsibilities:

1. Training & Facilitation

- Facilitate training sessions with youth girls under skill development program
- Ensure tracking of students' progress through pre and post training sessions
- Conduct extra-curricular activities, capacity building and leadership sessions with the youth girls, as and when planned.
- Take new programmatic initiatives to ensure that the youth engagement activities are continuously conducted at the training center.

2. Curriculum Development

- Support Lead trainer/Program Coordinator in developing draft curriculum and training session plans.
- Develop weekly and monthly training calendar

3. Parent and Community engagement

- Conduct community visits to mobilize students for training and ensure that the training batches are formed as per the set targets and timelines
- Mobilize parents and organize monthly/bi-weekly session counseling/capacity building sessions with parents and community members.

4. Other Task

- Maintain daily records of community surveys/mobilization activities.
- Develop program reporting documentations, as and when required.
- Support program team in documenting the case studies/success stories from ground
- Support SEWA Delhi team in women's membership with SEWA Delhi and other core work in the State.

Qualifications:

- Bachelor's degree in English, Social Work, or a related field.
- Minimum of 2 years of experience in training, skill development, or a related field.
- Fluent in both written and spoken English.
- Strong facilitation and communication skills.
- Confident, self-motivated, and a quick learner.
- Comfortable and hands-on-experience of using excel sheets and word documents and PowerPoint.

Preferred Skills:

- Experience working with adolescents and young girls/women in skill development programs.
- Familiarity with local communities in and around Delhi.
- Ability to build strong relationships with community members and stakeholders.
- Experience in mobilization activities and program implementation.

Remuneration: INR 35,000/-per month (Based on experience)

Location: Delhi

Application Process:

Join our dynamic team and make a difference in the lives of those we serve. Apply to communication@sewadelhi.org with Subject "Application for Skill Trainer".

Due to the volume of applications that we receive, only shortlisted candidates will be responded to.

Female candidates are strongly encouraged to apply for this position.