

## **Announcement for Training Officer**

The Humsafar Trust (HST) is India's first community-based organization (CBO) of self-identified homosexual men, MSM, Hijras and LBT persons that started in April 1994. We at The Humsafar Trust, are looking for eligible candidates for the position of **Training Officer**.

### **About Project Transcend:**

**'TRANScend'** Addressing Gender-Based Violence and enhancing the Social Inclusion and Acceptance of Trans Persons in India. It is a transgender rights based project that aims to improve the inclusivity and acceptance of trans persons—particularly at ground level institutions like corporates, educational institutions, and bureaucratic offices—in order to facilitate wider acceptance of trans persons as well as create the conditions of possibility for transgender communities to flourish and take full advantage of the protections promised to them in the NALSA judgment.

**Project Duration:** 1 year

### **Qualification and Experience:**

1. 12<sup>th</sup> Standard and above.
2. Experience in HIV/AIDS and Human rights.
3. Computer skills especially using MS office.
4. Strong interpersonal skills coupled with excellent communication skills: verbal, written, listening, presentation and facilitation.

### **Job Responsibilities**

- a) Ensuring effective implementation of the training activities.
- b) Contributing to designing, developing and implementation of the training and capacity building programs, as well as resources to strengthen the capacity of the CBOs, and also to address the needs of vulnerable communities.
- c) Contributing to the development of training plans based on the requirement of the target audience and keeping in mind their context, language, and the knowledge level.
- d) Training in reviewing the various modules developed for the training programs and ensuring that the same are in line with the requirement and deliverables of the training component.
- e) Organizational Development, identifying relevant external technical support that may be required for carrying out the training programs in the respective region.
- f) Training in the contracting process for all external consultants/agencies in relation to the training /capacity building programs.
- g) Strong understanding of the ground realities and ensuring that the capacity building activities are in accordance with the needs of the communities.
- h) Ensuring all training and other capacity building initiatives are documented.
- i) Ensuring that all training programs are carried out as per the timeline ensuring the quality of the deliverables
- n) In coordination with other members of the team, maintaining the training file for the region up-to-date and in line with the requirement of the donor.

o) Ensuring that all logistics arrangements for the training programs are carried out effectively.

Interested candidates can apply by sending their CV via e-mail to **koni.hst@gmail.com**

Please mention name of the position in the subject line of the mail.

Only shortlisted candidates will be contacted for interview.

The deadline for sending in your application is **20<sup>th</sup> May 2017**.

**Regards,**

Advocacy Unit,

The Humsafar Trust, Mumbai

Phone: 022- 26673800