



27th January 2021

Project Based (temporary) Vacancies

Maulana Azad National Urdu University, Hyderabad invites application/CV for the UNFPA supported project *Adolescence Education Program (AEP) in the Madarsas of Bihar*.

The project positions are purely temporary. The project positions are till 31st December 2021 and may further be extended.

1. Trainers (43) @INR 12000/- per month
2. Facilitators (14) @INR 15000/- month
3. Project Manager (1) @ INR 45000 per month

Last date for submitting CV/Application: 10th February 2021 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 Resource Centres at a unit of 40 Madarsas. For a cluster of average 40 Madarsas a Resource Centre shall function to provide trainings, refreshers and supportive supervisions. At each RC there shall be three Trainers (previously called Master Trainers) and one 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 nurturing Resource Centers.

Project Location and How to Apply:

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

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

Project Manager shall be primarily posted at CTE, Darbhanga. A CV/application with details of educational qualifications and experience must be emailed at: shahid@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 in the next page.



1- Trainers (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
- Preference shall be given to those who are 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 RC 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, RC, APC and PC.
- Any other task assigned by supervisor

2- Facilitator (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
- Preference shall be given to those who are 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 RC in consultation with APC & PO(TF) and support of Regional Resource Coordinator from AEP Cell
- Facilitators shall undertake all tasks as due for Trainers and in addition Facilitator shall provide leadership to RCs
- Responsible for the entire operations, tasks assigned/ undertaken by Resource Centre (RC) along with supportive supervision of AEP transactions
- Planning and organizing NT trainings, supervisory visit and RC 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
- 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 RC Trainers)
- Attending meetings called by Madarsa head, APC and PC.
- Any other task assigned by supervisor

3-Project Manager located at CTE Darbhanga

Qualification required:

- Post Graduation in any discipline
- Preference shall be given to those having experience of projects of similar nature/have education (B.Ed/M.Ed)/social work (MSW)background
- S/He must be well versed in computer have good knowledge of Urdu

Roles and Responsibility:

- Overall management and coordination support to the project in consultation with PC/PD
- Provide management support in terms of activity planning, schedule, project log frame, risk management framework
- Provide coordination support to CTE Darbhanga/MANUU with Bihar State Madarsa Education Board, AEP cell and other stakeholders
- Provide technical support in planning, organizing and coordinating all project activities in consultation with PC
- Developing the schedules/ Calendar for trainings/orientation/refreshers in coordination with Project Partners-UNFPA/Madarsa Board
- Planning and organizing trainings/orientation/refreshers NTs/Principals/Facilitators/MTs/ Principals
- Maintaining and managing reporting of activities and developing Monthly/Quarterly Progress Reports
- Coordinating and partnering with Madarsa management, Committees, Principals and other stakeholders for smooth running of RC activities
- Facilitate in developing MIS, checklists, formats, protocols and like documents for CTE and RCs to monitor and take corrective measures
- Monitor performance of Facilitators, Trainers and Nodal Teachers and generate data and do analysis for planning and course correction
- Facilitate RCs in coordinating and conducting trainings
- Maintain regular coordination with program partners viz. Madarsa Board , UNFPA, JMI, Education and Minority welfare departments and as required by the project
- Oversea and develop MIS and mechanism to ensure quality function of RCs, NT Trainings, Supportive Supervision of AEP Transactions and RCs overall activities functions.



List and Project Areas of Resource Centers (RC)

S . No.	RC Location (Tentative)	Districts Covered	No. of RCs	No. of Facilitators	No. of Trainers
1.	Madhubani	Madhubani	6	6	18
2.	Darbhanga	Darbhanga	5	5	15
3.	Samastipur	Samastipur	1	1	3
4.	Supaul	Supaul	1	1	3
5.	Saharsa	Saharsa/Madhepura	1	1	3
6.	Bettiah	West Champaran	--	--	1
			14	14	43

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