



**PROJECT BASED TEMPORARY VACANCIES**  
(Revised/Updated MRC Districts & Posts)

**Project: Adolescence Education Program in Madarsas of Bihar**

**Funding Agency: United Nations Population Fund (UNFPA)**

**Posts:**

1. Trainers @INR 12000/- per month
2. Facilitators @INR 15000/- month

Last date for submitting application/ Bio-data: **25<sup>th</sup> March 2022 by 17 hours**

**About Project:** United Nations Population Fund (UNFPA) has collaborated with Maulana Azad National Urdu University in a project Adolescence Education Program (AEP) in Madarsas of Bihar. AEP aims at the training capacity building and lifelong learning of adolescents studying in Madarsas. For a cluster of average 40 Madarsas a resource Centre will provide training, refreshers and supportive supervision. At each MRC there shall be three 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 establishing and managing the functionality of Resource Centers.

**1- Trainer (Madrasa Resource Center)**

**Qualifications required:**

- Graduate in any discipline.
- S/He must have good knowledge of Urdu
- Preference shall be given to those having experience of projects of similar nature/have B.Ed / M.Ed / MSW /Madarsa background
- Preference will be given to the candidate from MRC area.

**Roles and Responsibility:**

- Trainer 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 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 Madarsas
- 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, MRC, RRC, APC, PC and PD.
- Any other task assigned by supervisor



## 2- Facilitator (Madrasa Resource Center)

### Qualification required:

- Graduate in any discipline
- S/He must have good knowledge of Urdu.
- Preference shall be given to those having experience of projects of similar nature/have B.Ed / M.Ed / MSW /Madarsa background
- Preference will be given to those candidates who are resident of concerned MRC area.

### Roles and Responsibility:

- Ensure smooth functioning and activities at MRC in consultation with the RRC & APC.
- Facilitators shall undertake all tasks as due for Trainers and in addition Facilitator shall provide leadership to MRCs
- Responsible for the entire operations, tasks assigned/ undertaken by Madrasa Resource Centre (MRC) along with supportive supervision of AEP transactions
- Planning and organizing NT trainings, supervisory visit and MRC management
- Developing good coordination with team members, Madarsa staff, and head master, members of management committee, students-teachers, parent, 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 Madaras
- Attending meetings called by Madarsa head, MRC, RRC, APC, PC and PD.
- Any other task assigned by supervisor

### How to Apply:

**Trainer and Facilitators from concerned areas are needed (Please see the list of MRC and do mention the name of MRC in your CV/Application)**

A CV with details of educational qualifications and experiences must be emailed

At: [manuuaep@gmail.com](mailto:manuuaep@gmail.com)

No candidate shall be considered if he/she fails to submit his/her CV at the given email.

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

**Prof. Mohd. Shahid**

**Project Director**



### Revised / Updated Districts List of MRCs and its Location

S. No.	MRC Place	District	Number of MRCs	Number of Facilitators	Number of Trainers
1.	Araria	Araria	3	3	9
2.	Kishanganj	Kishanganj	9	9	27
<b>Expected Vacancies</b>					
3.	Muzaffarpur	Muzaffarpur	1	1	0
4.	Sitamarhi	Sitamarhi	2	2	3
5.	East Champaran	East Champaran	2	2	2
6.	West Champaran	West Champaran	2	2	3
7.	Supaul	Supaul	1	1	0
8.	Saharsa	Saharsa	1	1	1
9.	Darbhangha	Darbhangha	5	0	7
10.	Madhubani	Madhubani	6	4	11
11.	Bhagalpur	Bhagalpur	1	1	1
12.	Aurangabad	Gaya, Rohtas, Buxar	1	1	2
13	Nalanda	Patna, Nawada, Bhojpur	1	0	2
14	Samastipur	Samastipur	1	1	3
15	Siwan	Siwan	1	0	1

Note: Number of Vacancies are subject to change.