

Research Project: This is a position of Capacity Building Coordinator for Maternal Neonatal and Child Health (MNCH) project at St. John's Research Institute.

Post : Capacity Building Coordinator

Reports to : Principal Investigator/s

Job Description:

1. Liaise with consultants from St John's, KHPT, Univ of Manitoba, Govt of Karnataka and other stakeholders for building a master competency matrix for various target groups of MNCH workers
2. Coordinate development/modification of appropriate MNCH clinical training/ mentoring modules for frontline healthworkers (physicians, nurses, ANMs) at district and subdistrict levels
 - o Participant manuals
 - o Facilitators' manuals
 - o Job aids
 - o Hands-on training course
 - o Mentors' training
3. Design evaluation/audit tools for evaluation of the capacity building programmes
4. Design and implement mentoring plans [face-to-face clinical mentoring and supportive supervision sessions with additional distance education as necessary] in the districts
5. Specific tasks
 - i. Ensure adherence to timelines for completion of training modules, check-lists and job-aids in consultation with master trainers
 - ii. Organize capacity building workshops for master trainers, district trainers and local mentors
 - iii. Liaise with district-level teams regarding local hospitality and logistics with regard to arrangements on time availability, slots and training venues (with A/V aids)
6. Design the Training of Trainer (TOT) programmes
7. Prepare reports and process documentation including meeting minutes, logbooks & feedback forms.

Skills, Qualities and Experience Required:

- Good organizational skills related to capacity building with an eye for detail operational processes, and an understanding of the importance of accuracy/quality in training
- Experience in organizing training/mentoring programmes for varied cadre of healthcare professionals
- Familiarity with the working of government health department and non-governmental organizations
- Be able to work independently and with minimum supervision
- Strong communication skills

Qualification: Any graduation (but preferably in medical, nursing, public health, instructional design or communications)

Job location:

St John's Research Institute, Bangalore (with frequent travel to northern Karnataka)

Application Due: 19th August, 2011

To Apply: E-mail cover letter and CV to rajamani.sjri@gmail.com with job title as subject heading.