

Job Description

Position	Capacity Building Officer/Trainer
Project	Creche Initiative
Location	Rayagada, Odisha
No. of Position	01
About the Organisation	Public Health Resource Network is a growing network of individuals and organizations with the perspective of strengthening technical and management capacities to take action towards the common goal of 'Health for All'. Its main objective is to contribute and strengthen all efforts directed towards the goal of 'Health for All' through promotion of public health, social justice and human rights related to the provision and distribution of health services, especially for those who are generally left underserved. PHRN is currently working in the states of Chhattisgarh, Jharkhand and Odisha and has contributed to the on-going work of strengthening public health systems in other states through its partnerships with other institutions. Whereas PHRN is a voluntary network of many hundred concerned public health practitioners who are willing to intervene towards 'Health for All' by creating capacities and engaging with the public health system, Public Health Resource Society (PHRS) is the core group that has initiated the network. PHRS is a national level organization that is registered in Delhi under Societies Registration Act 1860 (Act XXI). It comprises of a small group of members and full timers that provides leadership to the network as well as functions as its secretariat. For more details visit: www.phrsindia.org
About the project	The project aims to provide universal access to crèches for children aged 6 months to 3 years, ensuring supplementary feeding, early childhood development, and access to government services, while addressing nutritional vulnerabilities in rural and tribal communities. It seeks to empower caregivers and bridge childcare gaps to promote healthy child development.
Job Description	The Capacity Building Officer/Trainer will be responsible for implementing training programs and capacity-building activities for supervisors and crèche caregivers. Working under the guidance of the Program Manager and in close coordination with the Capacity Building Coordinator, the Officer/Trainer will ensure the successful delivery of training sessions, provide technical support, and help enhance the skills required to improve childcare, nutrition, and early childhood development in rural and tribal communities. In addition to this, s/he will also be engaged in monitoring and supervision at the creche level, develop reports and case studies. Roles and responsibilities are as follows: - Conduct training sessions for crèche caregivers, supervisors, and other stakeholders based on established training plans. - Adapt and modify training materials, ensuring they meet the needs of the participants. - Lead interactive, practical sessions to enhance participants' understanding of early childhood care, nutrition, and community engagement practices.

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	- Collect feedback from participants and monitor progress post-training to assess the effectiveness of training sessions and provide recommendations for improvement. - Support the overall objectives of the project by aligning training activities with the broader program goals for child nutrition, health, and early development. - Prepare regular reports on capacity-building activities and outcomes, providing updates to program manager and key stakeholders. - Undertake supportive supervisions to cover around 10 percent of the creches assigned to her/him every quarter - Offer hands-on support and guidance to caregivers and local teams during field visits to ensure proper application of skills and practices. - Appraise the functionaries of the partner organisations on the findings from the supportive supervision visits and prepare and share a report of the field visit with the partner organisations and the Foundation. - Initiate follow-up with the partner organisations based on the feedback from the supportive supervision field visits and/or based on the monthly/quarterly interactions. - Participate in monthly/quarterly interactions with the partner organisations to discuss the progress, success and challenges. - To spend at least 11 days in the field to facilitate training sessions and undertake supportive supervision visits.
Report to	Senior Program Manager
Qualifications, desired skills and requirements	- Masters's degree in social work, sociology, community development, or a related field. - Experience in training, capacity building, or community development, preferably in rural or underprivileged settings. - Strong facilitation and mentoring skills. - Excellent communication and organizational abilities. - Knowledge of early childhood development, nutrition, and community development is highly desirable. - Proficiency in Microsoft Office. - Excellent verbal and written communication in Odiya, English and local language. - Should be a team player - Ability to work under pressure and travel extensively to different parts of Odisha or as required.
Duration	Till July 2028 and may be extended depending on the need of the project.
How to apply	Interested candidate must send their resume along with a cover letter to orissa@phrnindia.org with subject line- "Application for the post of Capacity Building Officer – Creche Initiatives"
Last date of application	15th September 2026
Sexual Exploitation and Abuse (SEA) are unacceptable behaviors and prohibited conduct for all humanitarian workers, including PHRS employees and related personnel. PHRS has a policy of zero tolerance towards SEA. All candidates will mandatorily undergo a reference check that includes questions about SEA.	