

## Vacancy Announcement in M.S. Swaminathan Research Foundation

<b>General Information</b>	M S Swaminathan Research Foundation is inviting applications for the <b>position of Training Coordinator at Tribal Agro-biodiversity Centre (TAbC), Jeypore</b>
<b>Job Code</b>	<b>TC012025</b>
<b>About MSSRF</b>	<p>The M. S. Swaminathan Research Foundation (MSSRF) was established in 1988 as a not-for-profit trust. MSSRF was envisioned and founded by Professor M. S. Swaminathan. The Foundation aims to accelerate use of modern science for agricultural and rural development for development and dissemination of technology to improve lives and livelihoods of tribal and rural communities. MSSRF follows a pro-poor, pro-women and pro-nature approach and applies appropriate science and technology options to address practical problems faced by rural populations in agriculture, food and nutrition. MSSRF is present in six states of India. Please visit our website for more information. <a href="http://www.mssrf.org">http://www.mssrf.org</a>.</p>
<b>About (TAbC), Jeypore</b>	<p>M.S. Swaminathan Research Foundation has been working in the Jeypore region of Odisha over the last 25 years. The Tribal Agro-biodiversity Centre (TAbC) is dedicated to the promotion of agro-biodiversity and sustainable agricultural practices among tribal communities. Activities in the area include conservation of biodiversity, promotion of sustainable livelihoods through micro-level interventions, establishment of Community Managed Gene, Seed, Grain and Water Banks, promotion of genetic literacy, documentation of local conservation traditions and addressing the health and nutritional issues at community level.</p>
<b>Essential Qualifications &amp; Experience</b>	<ul style="list-style-type: none"> <li>• Postgraduate degree in Agriculture or a related field with a focus on extension.</li> <li>• 3-5 years of experience in training and development.</li> <li>• Proven experience in training coordination and implementation.</li> <li>• Adequate knowledge of learning management systems and web delivery tools.</li> <li>• Proficiency in Odia writing and speaking is a must, in addition to English proficiency.</li> </ul>
<b>Job Description</b>	<ul style="list-style-type: none"> <li>• <b>Training Planning &amp; Budgeting:</b> Collaborate with the Director and Program Area Coordinators to prepare annual and quarterly training calendars, work plans, and budgets.</li> <li>• <b>Training Coordination:</b> Organize and oversee training programs at field sites, ensuring the achievement of training objectives and deliverables.</li> <li>• <b>Training Evaluation:</b> Conduct evaluations for training programs to measure their effectiveness and impact.</li> <li>• <b>Communication &amp; Outreach:</b> Develop and disseminate communication materials to promote training programs and reach out to stakeholders.</li> <li>• <b>Networking &amp; Relationship Building:</b> Establish and maintain professional relationships with key stakeholders and institutions to support program development.</li> <li>• <b>Resource Development:</b> Develop training manuals, films, documents, tool kits, and other educational resources.</li> <li>• <b>Institutional Contribution:</b> Support staff, program, and institutional development through active participation and contribution.</li> </ul>

	<ul style="list-style-type: none"> <li>• <b>Additional Responsibilities:</b> Undertake any other professional assignments, including event organization, as directed by the Director and Executive Director.</li> </ul>
<b>Age limit</b>	Upto 35 years
<b>Location</b>	Jeypore
<b>Probationary period</b>	6 months
<b>Terms and Conditions</b>	<p>Those candidates, who are already employed in any organization, should bring “No Objection Certificate” from the present employer</p> <p>The candidates have to produce all the original certificates at the time of interview for verification</p> <p>Upon selection candidates are expected to join duty immediately.</p>
<b>Mode of application</b>	<p>The candidates must provide information about their academic records, achievement and experience details. Candidates should also give the contact details of two referees with whom they have worked in last 2 years. MSSRF is a woman-friendly employer with a gender policy. Women candidates are encouraged to apply. Send application by post or E-mail. Application must clearly indicate with TC012025.</p> <p>Please send a soft copy of the CV by email before the last date (mentioned below) to:</p> <p><b>adm@msrf.res.in</b></p>
<b>Last date for application</b>	<b>10/01/2025</b>