



VACANCIES AT HELEN KELLER INSTITUTE FOR DEAF & DEAFBLIND

We are looking for qualified candidates to fill in the following positions at various locations in Maharashtra/Rajasthan.

1. Teacher Training-Course Coordinator
2. Lecturer cum supervisor
3. Vocational Training Manager
4. Vocational instructor for the following trades:
 - i) Electrical wireman
 - ii) Plumbing & Sanitation
 - iii) Hospitality
5. Placement officer
6. Sign Language Interpreters- 2

Job Responsibilities of the Course Coordinator

- Coordination with Hostel Warden for matters related to teacher trainees
- Coordinating with the Teacher in Charge (Hostel Incharge) for recreational activities and wake up duty to be undertaken by the trainees in the hostel.
- Coordinating with the Teacher In Charge for trainees' activities to be undertaken in the Deafblind section, such as Observation, Practice Teaching, Observation of Clinical and Functional Assessment and outing activities with the children etc.
- Preparing the Quarterly financial report to Donors.
- Authorizing the monthly statement of expenses in TTC.
- Coordinating with NAB, Mumbai, Education Department for Home Based Placement of the trainees.

- Preparing the annual report of TTC
- Taking lectures in TTC related to different topics

REQUIREMENTS:

- Must be RCI certified.
- Strong teaching background must & experience in a supervisory role preferred.
- Excellent communication & interpersonal skills.

Job Responsibilities of the Full Time Lecturer

- Taking lectures on different topics related to teacher training
- Placing orders for new books, models or any educational material to be added to the TTC library
- Making the first draft of the quarterly narrative report to be sent to Donor.

Joint responsibilities of the Course Coordinator and Full time lecturer

- Coordinating school visits within Mumbai to schools for children with Visual Impairment, Hearing Impairment, Cerebral Palsy and Autism and educational tour outside Maharashtra, once a year (North or South India).
- Coordinate with Guest faculties (Local and national) for lectures in TTC
- Evaluation of trainees
- Conducting theory examinations – 3 mid term examinations in the year for the trainees & Coordinating with RCI and NIVH.
- Conducting Admission test & selection of trainees.
- Management of expenses according to allotted budget heads for TTC

REQUIREMENTS:

- Must be RCI certified.
- Strong teaching background
- Excellent communication & interpersonal skills.

Job Responsibilities of the Placement officer:

- To look after the placement activities of students.
- To link between employer and student (candidate).
- Soft skills and interview skills training for the students
- Explain opportunities and realities in the market to the students.
- Run a sustained advocacy'/ADV campaign amongst the PwD that we at HKI are ready to provide training & suitable employment to desirable PwD's
- Create a database of all Person With Disability seeking employment
- Discuss with possible employers as regards their requirement of skilled workforce
- Design appropriate training modules to meet employers expectations
- Tracking of the candidate post employment.
- Develop a good MIS and reporting system to collect feedback from the candidates and provide the same to the employers.
- Facilitate a counselling session maybe once a month/quarter for the benefit of PwD's.

REQUIREMENTS:

- Personal qualities: Works well in and promotes teamwork, comfortable in a multi-cultural environment, flexible and able to handle pressure well.
- Excellent communication skills and problem-solving skills, creativity and flexibility
- NGO experience preferred but not a must.
- Strong recruitment background.

Job Responsibilities of the Vocational Training Manager:

- Timely and effective implementation of vocational training activities in collaboration with vocational trainers.
- Apply technical knowledge and skills to organize and deliver vocational training activities which are livelihood oriented.
- Maintain MIS & report on a regular basis.
- Organize vocational training courses and supervise their implementation, ensuring that all logistical arrangements are taken and that beneficiaries attend regularly
- Ensure all information sheets (beneficiary lists, registration forms, distribution lists, and others) at the training venue is being maintained.
- Support and supervise the enrolment and regular attendance of beneficiaries in vocational training, as per procedures & requirements of different programs.

- Gather information on the local context, target communities and employers to assist in selecting market-oriented vocational training courses that match the needs of employers
- Actively participate in the collection of data for beneficiary verifications and households assessments related to vocational training beneficiaries

REQUIREMENTS:

- Experience in community mobilization and participatory decision making highly preferred and valued
- Demonstrated experience and capacity in conducting emergency assessments, field-level data collection, and experience analyzing field data and concisely reporting on results.
- Strong ability to work independently, organize work, meet deadlines, maintain composure, prioritize work under pressure, coordinate multiple tasks and maintain attention to detail
- Excellent interpersonal and problem-solving skills, creativity and flexibility
- NGO experience preferred
- Personal qualities: Works well in and promotes teamwork, comfortable in a multi-cultural environment, flexible and able to handle pressure well.
- Craftsman Instructor Training Certificate under CITS preferred.

Job Responsibilities of the Sign Language Interpreters:

- Assist with communication between teachers and hearing impaired students through the use of American Sign Language (ASL) & Indian Sign Language (ISL) for different vocational training programs at the institute.
- Interpret films, records, tapes and other presentations using sign language.
- Accompany students on field trips.
- Participate in Individual Educational Plan (IEP) meetings.
- Research sign language choice for subject matter vocabulary.

REQUIREMENTS:

- Skilled in ASL & ISL.
- Able to understand basic behavior patterns and problems of hearing impaired students.
- Effective methods and techniques for assisting with the skill development and educational progress of hearing impaired students.
- Interpreters need complete fluency in their working languages and the ability to instantly comprehend and convert one language into another. Interpreters also need a good understanding of spoken and colloquial language. A good memory is particularly helpful. Equally, excellent concentration and the ability to think quickly are essential.

Requirements for Vocational Trainers:

A degree or diploma in the respective field with strong working experience in a relevant field.

Or

NTC/NAC in the particular trade with at least 2 years post qualification experience in the relevant field.

And

One Year Crafts Instructor Training under CITS preferred.

Eligible candidates are requested to contact us at hkidb.mumbai@gmail.com

Remuneration will be decided according to the education & working experience.

Last date to apply is 31st March, 2017.

