



Centre for Research and Education for Social Transformation (CREST)

An autonomous institution under Government of Kerala

KIRTADS Campus, Chevayur, Calicut – 673 017 Kerala India

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Vacancy

Centre for Research, Education and Social Transformation (CREST), is an autonomous institution formed by the Government of Kerala to address the collective disadvantages faced by the Scheduled and Backward communities while integrating with the globalized economy. The programmes of CREST are mainly targeted to create a larger resource pool among the Scheduled communities of Kerala for new generation jobs created by the opening up of Indian economy. CREST seeks one **Course Coordinator** on contract basis for one year. Consolidated salary Rs.40000/- per month. Age limit 40 years as on June 1, 2017. Knowledge of training skills in English and experience of conducting training programmes will be the key to this position. This position requires travel within and outside Kerala and work outside of office hours.

Qualification & Experience :

- Master's degree from a university in Humanities/Science/Social Sciences or in any other allied subject.
- Minimum three years as a trainer for soft skills at national or international level
- Excellent communication skills in both English and Malayalam
- Excellent writing skills in English
- Excellent presentation skills & familiarity with common Microsoft applications.
- Knowledge and experience of a wide range of flexible and effective training methodologies and ability to implement for graduate level learners.

Responsibilities

- Leading and managing teaching faculty, as well as academic support personnel
- Ensuring student preparedness
- Oversee faculty scheduling
- Fostering continuous and open communications for student success.
- Mentoring of students
- Conceptualizing and designing training courses and course content
- Conducting training sessions and documentation and report preparation of training programmes
- Organizing outreach programs , lectures & workshops

How to apply for this job

Applicants are requested to send their applications with the following three attachments so as to reach Executive Director , CREST , KIRTADS Campus, Chevayur , Calicut – 673 0-17 Kerala on or before **20 June , 2017**.

1. A cover letter
2. An updated CV
3. A Statement of Purpose explaining what motivates you to apply for this position (250 words)

The applications can be submitted through our email **crest.calicut@gmail.com** . The applications will be shortlisted based on the qualifications, experience and on the Statement of Purpose. Only shortlisted candidates will be called in for a personal interview. The candidates shortlisted from the interview will be required to conduct a 30 minutes long training session on a given topic, based on which the final selection will be made.

Executive Director, CREST
June 1, 2017