

## **About Hasiru Dala:**

Hasiru Dala is a social impact organization dedicated to improving the lives of waste-pickers and their families by enhancing their access to predictable livelihoods, education, social security, and housing. Our mission is to create sustainable waste management solutions while ensuring the well-being of marginalized communities.

**Position:** Option 1. Training Documentation Specialist / Option 2. Training Content Coordinator

**Job Type:** Full-Time (Paid Internship available)

**Job Description:** Training Proposal & Project Report Writing, and Manual Development

## **Role Overview:**

The **Training Documentation Specialist** will play a vital role in designing, managing, and maintaining comprehensive training documentation for Hasiru Dala's initiatives. This includes writing training proposals, developing impactful project reports, and creating user-friendly manuals for various stakeholders. This position is ideal for individuals passionate about sustainability, social impact, and community development, seeking hands-on experience in the NGO sector. Proficiency in Kannada (reading and speaking) is essential.

## **Key Responsibilities:**

### **1. Proposal Writing:**

- Draft training proposals aligned with the organization's mission and stakeholder requirements.
- Collaborate with program teams to understand training needs, content, and objectives.
- Highlight the impact and value of training initiatives in proposals, ensuring they align with stakeholder expectations.

### **2. Training Report Writing:**

- Compile data and insights from ongoing training programs into structured, engaging, and impactful reports.
- Summarize key achievements, challenges, and lessons learned from various projects.
- Develop visually appealing, reader-friendly reports to effectively communicate project outcomes.

### **3. Manual Development:**

- Create user-friendly training manuals, guides, and FAQs tailored for diverse stakeholders, including waste-pickers and community members.
- Simplify complex concepts for accessibility while maintaining accuracy.
- Develop multimedia training content, such as presentations, infographics, and videos.

- Regularly update training materials to reflect changes in policies, processes, or tools, ensuring proper version control.

#### **4. Collaboration & Communication:**

- Work closely with program directors, managers, trainers, and other team members to gather input and feedback for documentation.

#### **5. Documentation Management:**

- Organize training materials in centralized, easily accessible repositories.
- Maintain standardized templates and ensure consistency across all training documentation.

### **Eligibility & Qualifications:**

#### **Education:**

- Enrolled in or recently completed a degree in Social Work, English, Journalism, Communications, Development Studies, Environmental Science, or a related field.
- Experience in technical writing, training coordination, or instructional design is an advantage.

#### **Skills Required:**

- **Writing and Editing:** Strong grammar and ability to create clear, concise, and engaging content.
- **Organizational Skills:** Efficient management of multiple tasks, documents, and deadlines.
- **Collaboration and Communication:** Excellent interpersonal skills to work with diverse teams and leadership.
- **Attention to Detail:** Ensuring accuracy, consistency, and quality in all materials.
- **Adaptability:** Ability to revise and update materials to align with changing needs or priorities.
- **Tech-Savviness:** Proficiency in Microsoft Office, Canva, and Adobe Acrobat; familiarity with e-learning platforms and design tools (preferred but not mandatory).

#### **Attributes:**

- Passion for social impact and sustainability.
- Strong commitment to meeting deadlines.
- Excellent communication and teamwork skills.

#### **Benefits:**

- Real-world experience in the NGO and social impact sector.

- Mentorship from experienced professionals in community development.
- Opportunity to contribute to meaningful projects with measurable impact.

## How to Apply:

Interested candidates can send their **CV** and a brief **statement of interest** to [hr@hasirudala.in](mailto:hr@hasirudala.in) and [archana@hasirudala.in](mailto:archana@hasirudala.in). Please include:

- Samples of your writing (e.g., proposals, reports, or manuals).
- Your availability for the role.

**Application Deadline:** 15th February 2025

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## About Hasiru Dala:

Hasiru Dala is a social impact organisation working to improve the lives of waste-pickers and their families by enhancing their access to predictable livelihoods, education, social security, and housing. We are committed to creating sustainable waste management solutions while ensuring marginalised communities' well-being.

## Position: Training Documentationist,

**Job Description:** Training Proposal & Project Report Writing, and Manual Development

**Job:** Full time (Paid Internship is available)

**Organization:** Hasiru Dala (NGO)

## Role Overview:

A Training Documentationist is responsible for creating, managing, and maintaining documentation related to training programs within an organization. This role supports training and development teams by ensuring all materials are accurate, clear, and easily accessible to employees or external stakeholders. They are also responsible for writing training proposals, developing project reports, and creating manuals for our various programs. This role is ideal for individuals passionate about sustainability, social impact, and community development who want to gain hands-on experience in the NGO sector. Basic Kannada reading and speaking are essential.

## Key Responsibilities:

### 1. Proposal Writing:

- Draft training proposals aligned with the organisation's objectives and Stakeholder's requirements. Collaborate with program teams to understand training needs and content.

- Ensure proposals highlight the impact and alignment with Stakeholders' expectations.

## **2. Training Report Writing:**

- Hasiru Dala Ongoing projects compile data and insights from ongoing training into structured and impactful reports.
- Summarise key achievements, challenges, and lessons learned.
- Create visually appealing and reader-friendly documents.

## **3. Manual Development:**

- Develop training manuals and guides for various stakeholders, including waste-pickers, communities,
- Simplify technical content to make it accessible to diverse audiences.
- Develop training manuals, user guides, FAQs, and other learning materials.
- Create multimedia content like presentations, videos, and infographics to support training sessions.
- Regularly update training materials to reflect changes in processes, policies, or tools.

Maintain version control to ensure users access the most recent documentation.

## **4. Collaboration & Communication:**

- Work closely with the program Director, managers, trainers, and other team members.

## **5. Documentation:**

- Organise materials in centralised repositories, making them easy to locate and use.
- Use standardised templates and formatting across all training documents.

## **Eligibility & Qualifications:**

### **Education:**

Enrolled in or recently completed a degree in Social Work, English, Journalism Communications, Development Studies, Environmental Science, or a related field. Experience in technical writing, training coordination, or instructional design is a plus. Familiarity with tools like Microsoft Office, Canva, Adobe Acrobat

### Skills Required:

1. **Strong Writing and Editing:** Excellent grammar and ability to create clear, concise, and engaging content.
2. **Organizational Skills:** Efficiently managing multiple tasks, documents, and deadlines.
3. **Collaboration and Communication:** Effective interpersonal skills to work with trainers, team members, and leadership.
4. **Attention to Detail:** Ensure accuracy and consistency in all training materials.
5. **Adaptability:** Ability to update and revise documents to reflect changes in training needs or organizational priorities.
6. **Tech-Savviness:** Proficiency in documentation software, or e-learning platforms. design tools like Canva (preferred). -- or willing to learn

### Attributes:

- Passion for social impact and sustainability.
- Attention to detail and ability to meet deadlines.
- Good communication and teamwork skills.

### Benefits:

- Gain real-world experience in the NGO sector.
- Mentorship from experienced professionals in social impact work.
- Opportunity to contribute to meaningful projects with measurable community impact.

### How to Apply:

Interested candidates can send their CV and a brief statement of interest to [hr@hasirudala.in](mailto:hr@hasirudala.in) and [archana@hasirudala.in](mailto:archana@hasirudala.in) Please include samples of your writing and specify your availability.

Deadline: 15th February 2025

**Join us in making a difference in the lives of waste-pickers and their communities!**