

# Project for Promoting Digital Literacy Among Vulnerable Communities in Jimidipeta, Odisha

## WANTED

Project for Promoting Digital Literacy Among Vulnerable Communities in Jimidipeta, Odisha is a project owned by The Agency for Development of Oppressed through Relief and Education (ADORE) in Collaboration with Federation of Indian Chambers of Commerce and Industry (FICCI)'s Socio Economic Development Foundation (SEDF) implemented in Jimidipeta Village Panchayat, Rayagada district in the state of Odisha.

In order to implement this project at Jimidipeta Village Panchayat, the ADORE (registered under the Travancore-Cochin Literary, Scientific and Charitable Societies Registration Act, 1955(Reg No Q 181/84) requires computer professionals each under the following posts and qualifications other details are given below. Interested candidates may email an application with biodata and copy of the certificates to the email ID [adoremission@gmail.com](mailto:adoremission@gmail.com) within in 15 days. The application should contain the Name of the Candidates, Gender, Age, Qualifications (Attach copies of the Certificate), Experiences (Attach copies of the Certificate), Address, Religion, Language Known and Skills, Post for which applying, Expected Salary, etc. Application and Certificates shall be signed by the applicant.

### **Project Manager cum Computer Instructor**

#### **Qualifications:**

Degree/Diploma in Computer Science or Degree + PGDCA + 1 year experience in Computer Application.

#### **Duration of Employment**

Approximately for 12 months or period of the Project.

#### **Duties and Responsibilities of IT Manager**

- Prepare proper class schedules, and design of curriculum of Outreach Program, School Training, and Intensive Training and its all planning. Conduct all surveys and other related activities of the Project.
- Organise the Outreach Program, School Training, and Intensive Training.
- Teaching and conduct class as per topics of the project in Outreach Program, and Intensive Training
- Trainers training to the Project Associates, Instructors and Teachers of the School
- Collect feedback from students after each session.

- Maintains records and prepares reports of each sessions with contents covered in the session.
- Co-ordinate the Instructors and students and whole Project.
- Assist the Project Director and Regional Director with respect to the Project.
- Prepare all Accounts, Records, Utilization Certificate, Progress Report, etc
- Attend all meeting related with the Project.
- Any other works related with the project as then assigned by the Project Director and Regional Director

## **Project Assistant cum Computer Instructor**

### **Qualifications**

PGDCA+1 Year experience / Degree+DCA+2-years' Experience in Computer Application

### **Duration of Employment**

Approximately for 6-9 months

### **Duties and Responsibilities of Instructor**

- Prepare study plans and determines instructional methods.
- Teaching and conduct class as per topics of the project in Outreach Program, and Intensive Training
- Provides individual and group instruction by means of demonstrations and visual aids.
- Creates and maintains records of students' attendance and performance.
- Instructs students basic use of computers with do's and don'ts.
- Conduct lab sessions with individual attention.
- Proper exercises/activities should be designed for each sessions and must be clearly communicated with the students.
- Assist the Project Manager cum Computer Instructor related with the Project.
- Any other works related with the project as then assigned by the Project Director and Regional Director

27<sup>th</sup> March 2023

Project Director, ADORE