

**Employer:** EDA Rural Systems Private Limited  
**Job Title:** Senior Training Specialist – with a focus on Social Performance Management and Reporting  
**Job type:** Full time  
**Location:** Gurgaon, India  
**Salary:** Competitive and best in the sector

**Job summary:** The Senior Training Specialist will have the opportunity to shape and influence growth of the microfinance industry by supporting EDA's efforts through training and capacity building department. The Specialist will work as part of the Training team, which brings together highly specialized skills in microfinance, capital advisory and social performance management. These specialty areas form an integral part of EDA's training and capacity building initiatives aimed at offering a broad range of trainings and valuable knowledge within the microfinance sector.

As Senior Training Specialist you will lead and support the implementation of EDA's training programmes, and in particular be part of mentoring and research in Social Performance Management (SPM). You will have a specific role in coordinating global initiatives in SPM on behalf of the *Imp-Act* Consortium (of which EDA is a core member) leading the SPM agenda. Your activities will include

- engaging with *Imp-Act* Consortium members across the world,
- developing training modules around SPM
- follow up with MFIs, providing mentoring and documentation support
- providing technical research assistance to support the services offered under the EDA banner
- participating in EDA's other training activities.

The position is based in Gurgaon (near Delhi) with opportunities for international travel.

**Key responsibilities:**

- Coordinating *Imp-Act* consortium communication and documentation: liaison with international groups working on SPM and collaborate with implementing agencies
- Provide technical assistance to the training team to implement SPM programs
- Develop and design SPM training modules and tools for effective training delivery
- Work with other teams to gather data and information on current SPM initiatives and integrate in own work
- Co-ordinate all SPM related projects, research and training courses
- Document research learning and maintain timely progress reports
- Keep abreast with new initiatives and trends in the microfinance industry
- Co-ordinate with knowledge management team for effective dissemination and knowledge sharing, both within and outside the organization

**Qualification and requirement:**

- 5-10 years of professional experience in microfinance, training and research
- Post graduate in social sciences, economics, development sciences from reputed institution
- Solid understanding of microfinance and development
- Previous experience of research documentation and communication
- Strong training delivery and presentation skills
- Project management skills, organizational and planning skills
- Ability to lead assignments as well as work in teams
- Proven self-initiative and self-motivation to complete projects and deliverables on time
- Excellent written and oral skills; fluent in English; (journalistic style rather than academic)
- Also highly relevant: web-editing skills and advocacy experience

**To apply:**

Please send your resume along with a cover note (one page only) expressing your suitability for the position to [training@edarural.com](mailto:training@edarural.com) clearly mentioning the job title in the subject line.

**Last date:** The deadline for the position is **31 December 2008**