

Position:	Executive (Capacity Building)
Number of Position:	One (1)
Type of Job:	Contractual Fixed Term Employment
Tenure:	Till 31 March 2027 (The period can be extended till 31 <sup>st</sup> March 2027 based upon performance evaluation)
Place of Posting:	Gurgaon
Essential Qualification & Experience:	<p><b>Qualification:</b> MBA (Human Resource) from UGC recognized university.</p> <p><b>Experience:</b> Minimum 3-year experience in human resource, staff trainings, HR management, out of which 1-2-year experience of working in reputed non-government organization or government department or projects of international development organization viz. UNICEF, WHO, Global Fund, UNAID, USAID.</p>
Desirable:	Ability to complete multiple tasks under pressure and should be a team player.
Age Limit:	Maximum 45-year age
Remuneration/Consultancy Fee Band:	Max. Rs. 60,000 per month (all inclusive) (The remuneration will be commensurate with the qualification and relevant experience.)
Travel: (Candidates who can travel frequently to manage trainings in different parts of the country only needs to apply)	Frequent official travel to manage trainings. While travelling, the employee will receive a fixed per diem allowance for boarding/lodging expenses as per travel policy of the organization.
Last date to apply:	3 July 2026

### About Organization

TCI Foundation is one of the premier non-government ISO 9001:2015 organizations in India. It is an autonomous organization having its presence across the nation. The Foundation works within the ambit of government rules and regulations, and in compliance with the laws of the land. TCI Foundation primarily provides supplementary support as a partner to governments in public health programmes and projects.

TCI Foundation is an equal opportunity employer. Employment at TCI Foundation is based solely on individual's merit and qualifications directly related to professional competence. TCI Foundation does not discriminate against any employee or applicant because of race, caste, creed, colour, religion, gender, origin, disability, marital status, or any other basis protected by law.

### Position Roles & Responsibilities

- 1) **Training Strategies:** Work closely with in-house programme team to develop training strategy and plan in line with the programme needs and approved budget.
- 2) **Coordination:** Coordinate with Coordinator (Travel Desk) for identification of training venues, hotels for accommodation of participants, local transportation for participants, stationery, and printing vendors.
- 3) **Itinerary Planning:** Responsible to coordinate with Managers (Capacity Building), and in case of requirement with the Regional Directors and State Programme Officers to obtain travel itineraries of training participants and trainers.

- 4) Travel Arrangements: Responsible for travel arrangements (travel, accommodation, local travel) of trainees and trainers in a cost-effective manner by road, air, train, etc. through Coordinator (Travel Desk).
- 5) Communication: Serve as single point of contact for trainees and trainers for their travel-related queries, assistance, and support as needed.
- 6) Policy Compliance: Ensure that all travel arrangements and expenses comply with the budgetary provisions and organizational rules and guidelines. Provide guidance to team on proper procedures.
- 7) Supervise Logistic Arrangements: Responsible for supervision of participants and trainers travel, accommodation, meals management, training venue arrangements, supplies, identification, and selection of vendors for their engagement in training. Inviting tenders/rfp/quotations through Coordinator (Travel Desk) for services required in the trainings, get issuance of purchase orders for procurements and services.
- 8) Implementation of Training: Implement staff trainings at NCVBDC, regions and states.
- 9) Implementation and Monitoring Visits: Responsible to visit in-person at training locations locally and in regions and states for implementation and monitoring of trainings.
- 10) Claims Settlement: Timely receipt of claims, bills, and invoices, scrutinizing of claims and bills and timely submission to Manager (F&A) for disbursement and settlement of accounts.
- 11) Reporting: Compile and develop MIS on trainings conducted within 7 days after conclusion of training.
- 12) Web Updates: Provide contents and high-quality images of training to be uploaded on the official website of the organization with 7 days after conclusion of training.
- 13) Develop professional contents and capture high-quality images of training to be uploaded on the website within seven days after conclusion of training.
- 14) Documentation: Maintain accurate records and files of trainings ensuring that all necessary paperwork is completed and filed appropriately.
- 15) Reporting to Director General.
- 16) Coordination with National Technical Lead and Managers (Capacity Building) to understand training requirements.
- 17) Willing to work additional hours as & when required by the organization.
- 18) Undertake any other assignments, which may be given from time to time by the organization.

#### Remember:

- 1) Check your eligibility before applying.
- 2) Given the large volume of applications we receive, we are unable to respond to all applicants and our responses are limited to those who are shortlisted.
- 3) Merely fulfilling the eligibility and applying for the position does not entitle the candidate to be called for interview.
- 4) No TA/DA will be paid to attend the interview in person.
- 5) The advertised position can be cancelled/varied as per the discretion of the employer.

#### Interview Criteria

- 1) Initially shortlisted candidates will be interviewed in virtual mode.
- 2) Shortlisted candidates from virtual mode interview will be invited for in-person interview at Gurgaon.
- 3) The candidates invited for in-person interview may subject to written test or presentation to understand their ability to work with the organization.
- 4) Final selection will be made from the candidates invited for in-person interview at Gurgaon.

#### How to apply

Interested candidates may submit their resume at [hrd@tcifindia.org](mailto:hrd@tcifindia.org)