

<b>Job Title</b>	Training Officer
<b>Reporting Manager</b>	Regional Head Training & Recruitment

### Job purpose

Planning various Basic ,In-service Courses both sponsored by Govt Schemes and non-schemes to be run at Academy in consultation with Head Trg & Rect

### Duties and responsibilities

- Responsible for Conducting Training Courses for all Basic &In-service Courses, both of Govt .Schemes and non-schemes .
- Maintain proper liaison with all Govt. Agencies to get approvals , work orders for conducting the Courses
- Maintain and submit all necessary documents mandatory for claiming Bills /Invoices for the Govt .Schemes
- Ensure timely Payment of receivables & Ensure every opportunity for getting more and more Govt..Schemes.
- Ensure highest standard of training and incident free training to and highest standard of discipline among the trainees &staff

### Qualifications

Professional Certification	Law knowledge is preferable
Education	Min. Bachelor's Degree
Experience	Minimum of five (5) years of experience
Language skills	English, Regional Language
Other Skills	Proficient in MS Applications (Word, Excel, Power point), Project Management Skills, Problem Solving and Organizational Skills, Expert knowledge

### Job Location

Karamchedu