

CBM India Trust

Position Profile

CBM India Trust is committed to improving the quality of life of people with disabilities. CBM India addresses disability as a cause and consequence of poverty in the most disadvantaged communities of the world. We work in partnership with local, national, and international actors with the aim of creating a more equal society for all. Our vision is to have an inclusive world in which all people with disabilities enjoy their human rights and achieve their full potential.

Position: Faculty - Basic Computer and Life Skills

Location: Kolar, Karnataka

Reporting to: Lead Programs / Project Coordinator

1. Objective:

To equip young people and persons with disabilities with essential digital literacy and life skills necessary for personal growth, employability, and responsible digital participation. The role involves educating students or trainees in basic computer skills, including operating software such as word processors, spreadsheets, internet navigation, and email. Additionally, the job incorporates teaching life skills such as competencies for personal and professional development, communication, time management, decision-making, and problem-solving to foster overall personal development and self-sufficiency.

2. Responsibilities:

- **Training and Facilitation:**
 - Conduct regular sessions on basic computer operations, internet use, digital communication tools, and safe online practices.
 - Deliver life skills modules covering communication, problem-solving, teamwork, decision-making, and financial literacy.
 - Use participatory, learner-friendly methods suitable for diverse learners (including persons with disabilities, women, and rural youth).
 - Assess participants' learning progress and provide feedback or remedial support.
 - Pre-counselling and post-counselling of the students.
- **Curriculum and Content:**
 - Customize and localize digital literacy and life skills curriculum to suit participants' needs and language.
 - Integrate digital tools (e-learning modules, mobile apps, assistive tech for persons with disabilities) into the training.
 - Support content translation into the local language if required.
- **Monitoring and Reporting:**
 - Maintain attendance, progress, and assessment records of learners.
 - Prepare periodic training reports and share success stories and challenges with the project team.
 - Collect pre- and post-training feedback for quality improvement.

- **Administration and Coordination:**

- Manage digital training centre infrastructure and ensure equipment functionality.
- Support project documentation, audits, and donor visits.
- Coordinate with placement officer for trainees' placement and further skills linkages.

3. Required Skills, Qualifications & Personal Traits

- **Minimum Qualification & Experience:**

- Bachelor's degree in education / computer science / social work / humanities or equivalent.
- Minimum 2–5 years of experience in training / community education / livelihood programs.

- **Key Skills and Competencies**

- Proven experience in teaching or tutoring computer science subjects.
- Strong knowledge of programming languages and software development.
- Ability to design and develop curriculum and course materials.
- Proficiency in Kannada and English
- Background working with persons with disabilities or marginalized youth (highly desirable)
- Excellent communication and presentation skills.
- Strong organizational and time-management abilities.
- Commitment to continuous improvement and professional development
- Proficiency in MS Office, Google Workspace, and basic online tools.
- Awareness of assistive technologies and inclusive education practices (preferred).
- Empathy, patience, and ability to work with diverse learners.
- Record-keeping, documentation, and reporting skills.

- **Required Professional and Behavioural Traits**

- Abide by and display CBM India's core values in all aspects of work.
- Flexible approach to work demands.
- Ability to work in teams and collaborate with staff at all levels.
- Willingness to learn, change, and adapt.
- Well organized with the ability to multitask.
- Cultural awareness and sensitivity to other details.
- Candidate should be flexible to travel as needed.

4. Working Hours:

As per the project location requirements - eight hours per day

5. Other Requirements

The future job holder is expected to adhere to CBM India's policies and procedures, commit to CBM India's Child Safeguarding Policy and Code of Conduct, and follow CBM India's safety & security protocols.

CBM India encourages persons with disabilities and women to explore this important opportunity. Share your profile to jobs@cbmindia.org on or before 15th November 2025.