

Job Description

Position Details

Job Title	Senior Training and Development Officer (PRIA International Academy)
Location	New Delhi, India (<i>Travel to project locations as required</i>)
Academic Qualifications	Master's Degree or above in relevant field
Professional Experience	5-7 years of work experience, with least 3+ years of experience in training design, content creation and delivery and facilitation of educational workshops/trainings
Salary	Competitive; commensurate to qualifications and experience
Contract Duration	1 year (Extendable)
Last Date to Apply	21 st June 2026 (<i>To be filled by first suitable candidate interviewed</i>)
Starting Date	15 th July 2026

Job Purpose

The candidate will be responsible for leading various services under PRIA's education wing, the PRIA International Academy (PIA). In particular, the candidate will lead the training workshops and learning circles verticals (design, delivery and facilitation of training programmes/workshops) at PIA. Key responsibilities of the candidate will include:

- Leading the redesign of PIA's training workshops and learning circles
- Leading the end-to-end delivery of PIA's service streams, specifically training workshops and learning circles, including their design, delivery, and monitoring and evaluation
- Assisting in the business development and marketing of PIA's services, with a focus on training workshops and learning circles

Personal Specification

Job Requirements	Assessment Criteria	
	Essential	Desirable
Qualifications & Training		
Academic Qualifications	Master's degree or above in management, social development, communications or any other relevant field	
Professional Experience	5-7 years of work experience (3+ years of experience in training design, content creation and delivery)	Social development sector Capacity building and training Private education sector
Knowledge & Skills		



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Excellent Written English & Hindi Communication skills	✓	
Strong Planning & Organisational skills	✓	
Facilitation Skills	✓	
Project management		✓
Project administration	✓	
Pedagogy development	✓	
Participatory Methodologies		✓
General Attributes		
Self-motivated, ability to work independently & use your own initiative	✓	
Excellent teamwork & cross-culture skills	✓	
Open to new cultures & experiences	✓	
Adapt to different settings	✓	
Act as an ambassador for PRIA to uphold its values	✓	

How to Apply

Submit a copy of your resume alongside a cover letter which clearly outlines how your skills and experiences match the requirements set out above to hr@pria.org. Please indicate in the cover letter your expected gross remuneration, along with time required for joining.

About PRIA

Established in 1982, PRIA (Participatory Research in Asia) is a global centre for participatory research and learning based in New Delhi. As part of its mission to **build capacities of citizens, communities and institutions, to enable vibrant, gender-equal societies**, PRIA International Academy (PIA) was established in 2005 to provide educational opportunities for a wide range of stakeholders, including university students, development professionals and public administrators, to enhance their knowledge and skills. PIA's philosophy centres on lifelong learning, recognising education as essential for personal and professional growth. Drawing on four decades of practical experience from PRIA's action-learning projects, PIA offers courses that combine academic rigour with real-world insights. PIA's philosophy centres on lifelong learning, recognising education as a tool for both personal and professional growth.



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For more information about PIRA, please visit www.pria.org.