

JAN VIKAS SAMITI
Murdaha, Varanasi, Uttar Pradesh

Position	PROJECT MANAGER (TAILORING-SKILL DEVELOPMENT)
Organisation	Jan Vikas Samiti (JVS)
Location	Varanasi, Uttar Pradesh
Department	Skill Development & Livelihood Promotion
Reports to	Head-Programs
Employment type	Full-time
Remuneration	INR 45,000 per month (consolidated), commensurate with experience.
No. of Positions	1
Working Hours	8 hours per day, Monday to Saturday
Employee benefits	EPF and ESI, as per applicable statutory norms

ABOUT THE ORGANISATION

Jan Vikas Samiti (JVS), established in 1996 and registered under the Societies Registration Act 1860, works for the integral development of marginalized and underprivileged sections of society-particularly women, children, SC/ST communities and persons with disabilities. JVS implements programs on Women Empowerment, Community Health, WASH, Livelihood Promotion and Skill Training for Youth, promoting education, employment and equal rights to help disadvantaged people, especially persons with disabilities, secure dignified livelihoods. Promoting women's livelihood through skilling is one of the organization's key priorities.

JOB ROLE/PURPOSE

To develop the tailoring and stitching skills, technical knowledge, machine operations, productivity, quality awareness and safe working practices of trainees through structured, hands-on training programs, and to manage the day-to-day operations of the training centre ensuring quality delivery, achievement of enrolment and placement targets, and effective utilization of resources so that trainees, especially women and youth, attain the competency required for self-employment or placement in the garment and apparel sector.

KEY RESPONSIBILITIES

Induction & Skill Development

- Conduct induction and orientation training for newly enrolled trainees.
- Train trainees on basic and advanced sewing machine operations and tailoring techniques.
- Develop trainee skills across different garment operations and stitching methods.
- Assess trainees and certify them before completion of the course.

Practical & Production Training

1. Train trainees on standard operating procedures and correct work methods.
2. Demonstrate correct handling of sewing machines, tools and attachments.
3. Improve trainee efficiency and reduce learning time.

Quality & Safety

1. Train trainees on garment quality standards, defect identification and prevention.
2. Promote Right First Time (RFT) practices and neat, finished workmanship.

3. Conduct training on workplace safety, machine safety, ergonomics and proper tool usage.
4. Documentation & Coordination
5. Maintain training attendance, skill assessment records and trainee progress trackers
6. Prepare training calendars, session plans and periodic progress reports.
7. Coordinate with the program team, mobilizers and placement partners for effective delivery.
8. Identify skill gaps and recommend refresher and cross-training as needed.

Centre Management & Administration

1. Oversee the day-to-day functioning of the tailoring training centre and ensure smooth, disciplined operations.
2. Plan and manage training batches, schedules and the overall training calendar.
3. Drive trainee mobilization, enrolment and retention to meet centre targets, in coordination with community mobilizers.
4. Maintain and safeguard centre infrastructure, sewing machines, tools, raw materials and other assets, ensuring timely upkeep and maintenance.
5. Manage centre-level records, MIS, attendance and documentation, ensuring data accuracy and timely reporting to the program team and funders.
6. Manage petty cash, training material procurement and centre expenses as per organizational norms.
7. Ensure compliance with organizational policies, donor requirements and applicable statutory norms; support monitoring visits and audits.

Documentation & Coordination

1. Maintain training attendance, skill assessment records and trainee progress trackers.
2. Prepare training calendars, session plans and periodic progress reports.
3. Coordinate with the program team, mobilizers, employers and placement partners for effective delivery and placement of trainees.
4. Identify skill gaps and recommend refresher and cross-training as needed.

EDUCATIONAL QUALIFICATION & EXPERIENCE

- Diploma/ITI in Garment Technology, Fashion Technology, Apparel Manufacturing, Tailoring or equivalent; Graduate preferred.
- 3-8 years of experience in tailoring / garment work, with a minimum of 2 years in trainee training or skill development; experience of managing a training or production centre will be an added advantage.

TECHNICAL & BEHAVIOURAL COMPETENCIES

Technical Skills

- Sewing machine operations and garment construction techniques.
- Quality standards and defect analysis; basic operation breakdown awareness.
- Working knowledge of MS Word, Excel and PowerPoint for training records and reports.
- Excellent communication and demonstration skills; coaching and mentoring ability.
- Patience and a people-development mindset; strong interpersonal and problem-solving skills.
- Teamwork and the ability to work with youth and women from marginalized communities.

WORKING CONDITIONS

- Skill training centre / classroom-workshop environment.
- Standing for extended periods while demonstrating operations.

- Occasional field coordination and travel to other training centres as required.

HOW TO APPLY

Interested candidates may send their updated CV along with a brief cover letter to hr@janvikassamiti.org, fin@janvikassamiti.org on or before **30-07-2026**. Only shortlisted candidates will be contacted for further selection. For any further information, please contact us at Mob.: 7379151328