

**The APSA Sexual Health Intervention Programme (SHIP) for
Teenage Street Children and Slum Children in India**

is urgently looking for a highly skilled and
enthusiastic **consultant** as

**Professional Co-Writer and Editor of the
Children's Toolkit and NGO Staff Training Manual**

to START IMMEDIATELY (latest by June 9)

Job Description:

- **Finalise the Children's Toolkit – a 500⁺-page manual for facilitators, plus accompanying resources:**
 - Work with the programme manager to revise/re-write the Children's Activities (sessions) using the feedback from the Field Tests
 - Co-develop and write the supplementary contents for the Children's Activities' Manual: introduction, guidelines for facilitators, how to use this manual, customized energizer activities, suggested curricula, etc.
 - Professionally edit the entire Children's Activities' Manual – make ready for publication
- **Write and edit the Trainer's Manual – to train NGO Staff (200⁺ pages, plus Trainer and Trainee Resources):**
 - Write the NGO Staff Trainer's Manual based on the trainings given – on (teenage) sexuality, sexual health, sexual rights, related life skills, and working effectively with street and slum teenagers on these issues
 - Professionally edit the Staff Trainer's Manual and Resources – make ready for publication
- **Liaise with the Graphic Designer and Printer to produce the above high-quality publications**

This post is estimated to be 70% time at the computer and 30% time in meetings

Required Experience:

- A minimum of five years of relevant work experience
- Extensive experience with professional writing and editing, preferably of training manuals (proof required)
- Experience in *developing* (and/or extensively using) a broad variety of creative, interactive training materials
- Experience in conducting training workshops, preferably for grassroots NGO (field) staff

Desired Experience:

- Experience in working on issues of sexuality and sexual health
- Experience in working in or with grassroots (street children) NGOs in India
- Experience in working with/for disadvantaged children and youth
- Experience in (assisting with the process of) Graphic Design and Printing

Preferred Educational Background:

- A relevant Masters Degree (with post-graduate training in a relevant field; e.g., education, training, sexual health, journalism, etc.)

Specific Knowledge:

- Excellent knowledge of the components that make up good Training Manuals
- Solid understanding of the level of training and English skills of Indian grassroots NGO field staff working with street and slum teenagers
- Good understanding of teenagers, and teenage psychology/development
- Good knowledge of sexuality and sexual health issues; understanding of youth sexuality
- Good understanding of the (sexual) realities and characteristics of street and out-of-school slum teenagers

Specific Skills:

- Fluent in English (like native speaker)
- Outstanding professional writing skills in English (proven by publications)
- A writing style that fits the purposes of this programme: very well able to write in a concise, well-structured, and lively style, using simple, clear, faultless English
- Highly skilled in professional editing (including formatting; preferably of – creative, interactive – training manuals)
- Excellent computer skills (esp. in MS-Word, including the advanced editing, drawing, and formatting tools)

Further Qualities:

- Passionate about promoting positive sexual health for street and slum teenagers in India
- Totally comfortable to discuss and write about sexuality and sexual health
- Intelligent
- Fast worker
- Able to jump in / 'hit the ground running'
- Committed to work very hard
- Able to work to tight deadlines
- Enthusiastic about creative and interactive methodologies
- Competent and confident to contribute ideas for the (supplementary) contents of the manuals
- Attention to detail
- A good eye for Graphic Design
- Strong drive to deliver products of the highest quality
- Able to prioritise and get the work done
- Able to work both in a team and independently
- Able and ready to write in the style developed by the programme

Proof required:

- ☞ Proof of previous work will be required before the job interview: Candidates selected for the job interview must submit samples of their work (writing and editing publications)
- ☞ 3 relevant referees, from different positions held previously, are required – please include these on your CV

Contract Details:

- The consultancy is for the period IMMEDIATELY (latest June 9) to December 2008 (total 7 months)
 - The position is fulltime: 44 hours a week
 - The total remuneration for the entire consultancy will not exceed the gross amount of Rs. 2,20,000/- (rupees two Lakh and twenty thousand). Remuneration will be task-based.
 - The consultancy involves some working from home (using your own computer), but requires you to come to APSA Bangalore frequently
 - Candidates therefore must be based in Bangalore throughout the period of the consultancy
 - You will work closely with the SHIP Programme Manager / Trainer / Child & Adolescent Psychologist, Mr. Meindert Schaap
 - The first six weeks of the consultancy will be a trial period.
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You may send your letter of interest (*please mention the position you are applying for*) **and your personal resume to:**

APSA "Nammane" – Children's Hostel,

The Sexual Health Project,

Attn: Mr. Meindert Schaap, *and/or* Email to: jobs@streetkids-SRH.org

34, Annasandra Palya,

Vimanapura Post,

Bangalore – 560 017

Deadline for applications is Wednesday May 21, 2008

Due to the urgency of this post applications will be reviewed as they are received

***** PLEASE INCLUDE THE JOB TITLE IN YOUR LETTER *****