

American India Foundation (AIF) - IT Skills Trainer

Program: Market Aligned Skills Training (MAST)

Position: IT Skills Trainer (2 Vacancies)

Location: Delhi/ NCR

Nature of Employment: Contractual

Background:

The American India Foundation is committed to improving the lives of India's underprivileged, with a special focus on women, children, and youth. AIF does this through high impact interventions in education, health, and livelihoods because poverty is multidimensional. AIF's unique value proposition is its broad engagement between communities, civil society, and expertise, thereby building a lasting bridge between the United States and India. With offices in New York and California, twelve chapters across the U.S., and India operations headquartered in Delhi NCR, AIF has impacted 6.7 million lives across 26 states of India. Learn more at www.AIF.org

Program Background:

Market Aligned Skills Training (MAST) provides underprivileged youth with skills training and access to formal employment opportunities.

Addressing the issue of lack of employability skills, the project will leverage the AIF Center of Excellence in Delhi NCR to provide Market Aligned Skill Training in IT domain to 300 underprivileged youths and creating for them access to job employment.

Key Roles and Responsibilities:

- To ensure training of 300 eligible candidates from marginalized and economically weaker section of the society.
- To train the trainees on IT job role and digital literacy
- To maintain the trainee database time to time on AIF MIS and upload the relevant supporting documents on timely basis.
- To organize various center indoor activities and take candidates for outdoor exposure on regular basis
- Liaise with the probable employers for placement process.
- Ensuring 70% placement of the trained candidates.
- To facilitate the team in mobilization process
- Generating reports and presenting information to Program Manager
- To maintain and keep record of candidate attendance
- To network with local employers for expert sessions, future employment prospects, etc.
- Timely reporting to the donor regarding project progress and facilitating them as and when required.
- Any other task as assigned by the line manager

Key skills and competencies:

- M. Tech/ B. Tech/ B. Sc. degree in IT or Computer Science with at least 3-5 years of relevant experience in IT training delivery.
- Possesses a variety of skill sets including time management, multi-tasking, inter-personal and problem-solving ability.

- Knowledge of Data Science/ Data Analytics is preferable.
- A team player who is supportive, flexible and ready to take on additional tasks.
- Ability to cope with work pressure and work on tight deadlines.
- Excellent communication skills –both written and verbal
- Ability to work independently with large volumes of data with initiative.
- Ability to work with across teams and supervisors
- Responds positively to feedback and respects diverse point of views.

Reporting: The position will directly report to Program Manager/ Program Associate- Livelihoods

Other: Salary commensurate with experience. Initially contract shall be issued for a period of eight months, which shall be renewed based on performance and project extension.

Position Availability: Immediately

Application Process: To apply for this position, send your CV, mentioning current and expected CTC along with notice period to indiarecruitments@aif.org with subject line “IT Skills Trainer- Delhi” by 26th July 2020.

Only applications of shortlisted candidates will be acknowledged.