

American India Foundation (AIF) – Master Trainer

Program: Livelihoods

Position – Master Trainer (2 vacancies)

Location: Mumbai/ Bangalore/ Delhi-NCR

Nature of Employment: Consultancy Contract

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:

The Market Aligned Skills Training (MAST) program provides unemployed young people with a comprehensive skills training that equip them with the knowledge and skills needed to secure employment and succeed on the job. MAST not only meets the growing demands of the diversifying local industries, it harnesses youth population to become powerful engines of the economy.

MAST begins with a labor market scan in each region, working closely with employers to develop the market-aligned training curricula that form the heart of the program's skills training. Set over a period of three months, the training combines foundational, workforce readiness skills with industry-specific skills, ranging from retail, basic IT, healthcare to hospitality, creating multi-sector job opportunities for marginalized young people. Upon completion of the training, qualified candidates are placed into entry-level jobs, creating a path to financial independence. In addition to private employment partners such as Reliance and ICICI Bank, MAST is aligned with the framework of the National Skills Development Corporation (NSDC).

Job Deliverables

Key Roles & Responsibilities:

1. To develop online training delivery plan for employability skills training of 10,000 candidates through SkillsBuild platform from Mumbai/Bangalore/other Tier 2, Tier 3 cities
2. To coordinate/monitor enrolment and schedules for online employability skills training of 10,000 candidates over SkillsBuild platform from Mumbai/Bangalore/other Tier 2, Tier 3 cities
3. To ensure enrolment and training of AIF Livelihoods project candidates from different parts of the country on to the SkillsBuild platform
4. To support college students from Mumbai/Bangalore/other Tier 2, Tier 3 cities for enrolment through Outreach Executives for training on SkillsBuild platform
5. To work closely with AIF Livelihoods project trainers from different parts of the country in training of candidates over SkillsBuild platform

6. To ensure online training of 10,000 candidates from different parts of the country on SkillsBuild platform.
7. To maintain the students' database time to time on AIF MIS and upload the relevant supporting documents.
8. To organize various activities for students exposure on regular basis.
9. Any other task assigned by the line manager.

Key Skills:

1. Master Degree in communication/ business management/human resource/information technology
2. Certification from training associations a plus
3. Five (5) plus years' previous experience as Lifeskills/softskills trainer/corporate training specialist/ Online Training Officer or related position
4. Proficient in computer skills, Microsoft Office Suite (Word, PowerPoint, Outlook, and Excel), and instructional software
5. Experience with technologies and best practices for instructional manuals and digital teaching platforms
6. Experience in online training delivery with excellent digital training and facilitation skills
7. Good interpersonal skills and communication with all levels of management
8. Excellent verbal and written communication skills
9. Able to multitask, prioritize, and manage time efficiently
10. Excellent leadership, team building, and management skills
11. Ability to work under pressure and disciplined

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

Other: Salary commensurate with experience.

Position Availability: Immediately

Application Process: To apply for this position, send your CV alongwith current and expected salary and notice period to indiarecruitments@aif.org with subject line "**Master Trainer**" (**Please mention preferred location in subject**) by 28th October, 2020.

Only applications of shortlisted candidates will be acknowledged.