

American India Foundation (AIF) – Placement Officer

Program: Livelihoods

Position – Placement Officer

Location: 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 generate employment opportunities for Livelihoods candidates and alumni by establishing and maintaining productive employer partnerships across India
2. To help Livelihoods candidates access employment options that match their career interests.
3. To assist Livelihoods candidates in all aspects of the job search including resume writing, interviewing techniques and job referrals.
4. To schedule and follow up on candidate interviews with prospective employers.
5. To contact employers for developing reciprocally beneficial partnerships for jobs, internships and job shadowing, OJT opportunities.
6. To take lead in organizing digital job fairs over SkillsBuild platform

7. To ensure internship/placement of Livelihoods candidates
8. To maintain employer database and candidates profile as needed.
9. To collaborate and promote Career Planning services through in-class presentations, student organization outreach
10. Travel to field as and when required
11. Any other cross functional initiatives as assigned by the line manager

Key Skills:

1. Master's degree in Psychology/Communication/Business Management/ Human Resources/ Information Technology, or related field
2. Four (4) plus years' previous experience as Placement Officer/ Human Resource Officer/ or related positions
3. Proven track record of youth placement in job roles related to IT, Healthcare and other related sectors
4. Proficient computer skills, Microsoft Office Suite (Word, PowerPoint, Outlook, and Excel), and instructional software
5. Well informed of labor market trends, employer needs and best practices in career services.
6. Strong presentation skills
7. Openness to students and colleagues from a range of cultures and languages.
8. Experience with technologies and best practices for instructional manuals
9. Good interpersonal skills and communication with all levels of management
10. Excellent verbal and written communication skills
11. Organized and able to create multiple timelines, budgets, and schedules
12. Able to multitask, prioritize, and manage time efficiently
13. 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 "**Placement Officer**" by 24th October, 2020.

Only applications of shortlisted candidates will be acknowledged.