

American India Foundation (AIF) - IT Skills Trainer

Program: Ability Based Livelihoods Empowerment (ABLE)

Position – IT Skills Trainer

Location: Mumbai

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:

Ability Based Livelihoods Empowerment (ABLE) trains persons with disabilities and facilitates their entry into the job market through advocacy, promoting inclusive growth in India.

SBI Foundation-Microsoft and AIF have collaborated for a project focusing on creating career opportunities for PwDs in the digitally transformed BFSI sector in five locations – Bangalore, Chennai, Delhi / NCR, Mumbai and Kolkata.

Key Roles and Responsibilities:

- To provide training to 100 eligible youth with disabilities from marginalized and economically weaker section of the society.
- Provide training on advance excel, MS office and database management.
- To train the trainees on IT/ITes job role and digital literacy
- To maintain the trainees' database from time to time on AIF MIS and upload the relevant supporting documents on timely basis.
- To organize various centre indoor activities and take candidates for outdoor exposure on regular basis
- Design assessment papers for the candidates before enrolling them in the training.
- Design test papers for the trainees on training completion.
- Conduct periodic assessment of candidates to evaluate progress
- Generating reports and presenting information to Center Manager and other senior project team members
- To maintain and keep record of candidates attendance
- To network with local employers for expert sessions, future employment prospects, etc.
- Timely reporting regarding project progress and facilitating them as and when required.
- Any other task as assigned by the line manager

Key skills and competencies:

- Post Graduate/Graduate/ B. Tech/ B. Sc. degree in IT or Computer Science with at least 3-5 years of relevant experience in IT training delivery.
- Possesses knowledge and adept is use of Assistive Technology for the Visually impaired.
- Possesses a variety of skill sets including time management, multi-tasking, inter-personal and problem solving ability.
- Knowledge of advance excel, MS office, 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 and conversant in Marathi, the local language, besides English and Hindi.
- 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 Center Manager

Other: Salary commensurate with experience.

Position Availability: Immediately

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

Only applications of shortlisted candidates will be acknowledged.