

American India Foundation (AIF) - Trainer –BFSI domain

Program: Ability Based Livelihoods Empowerment (ABLE)

Position – Trainer –BFSI domain

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.
- To provide training on BFSI job role and digital literacy
- To maintain the trainees database time to time on AIF MIS and upload the relevant supporting documents on timely basis.
- Provide training virtually until Pandemic situation improves and then transition to a blended model of virtual and physical center-based training.
- To organize various centre indoor activities and take candidates for outdoor exposure on regular basis
- Time-to-time develop content to deliver training sessions.
- Design assessment papers to check eligibility before enrolling students in the training.
- Design test papers on training completion.
- Conduct weekly assessment / test papers to monitor regular progress of the trainees.
- Generate reports and presenting information to Program Manager
- To maintain and keep record of candidates 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:

- Post Graduate/Graduate/ B.Com / B. Sc. degree in banking / financial services with at least 3-5 years of relevant experience in BFSI training delivery.
- Adept in using virtual training technology and methods
- Possesses a variety of skill sets including time management, multi-tasking, inter-personal and problem solving ability.
- Knowledge of BFSI domain 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 “Trainer- BFSI Domain” by 26th December 2020.

Only applications of shortlisted candidates will be acknowledged.