

## **American India Foundation (AIF) - Trainer- Software Developer and Domestic IT Helpdesk Attendant**

**Program:** Market Aligned Skills Training (MAST)

**Position:** Trainer- Software Developer and Domestic IT Helpdesk Attendant

**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](http://www.AIF.org)

### **About MAST**

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

### **Project Background**

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

### **Job Roles & Responsibilities**

- To ensure training of eligible candidates from marginalized and economically weaker section of the society in Software Development & Domestic IT Helpdesk Engineer training courses.
- To maintain the trainees database time to time on AIF-MIS and upload the relevant supporting documents on timely basis.
- Preparation of sessions as per training guidelines and material applicable for the program.
- Conducting classes as per schedule and methodology and ensuring student attendance and participation in the session
- Delivering physical and online training in Java, Dot Net (Knowledge in Asp.net and MVC as well), Python, Oracle, Sql Server, UI/UX, PHP
- Ensuring smooth running of computer systems
- Installing and configuring computer hardware operating systems and applications

- Monitoring and maintaining computer systems and networks
- Delivering training on setting-up computer systems or resolve technical issues such as troubleshooting system issues and network problems
- Delivering training on diagnosing and rectifying hardware/software issues
- To organize various centre indoor activities and take candidates for outdoor exposure visits on regular basis
- Need self-motivated individual with strong technical skill.
- Supporting the team in candidates enrollment & admissions by counseling the students visiting the centres.
- Counseling students as when required to enable their placements in jobs.
- Generating reports and presenting information to Program Manager
  - Timely reporting to the donor regarding project progress and facilitating them as and when required.
  - Any other task as assigned by the line manager

### **Desired Candidate Profile**

- Having 2+ years of experience in software technology
- Should have strong knowledge in C, C++, Java, and .net technologies.
- Well versed with database connectivity & OOPS Concepts Familiar with .net frameworks, JavaScript & MySQL.
- Should possess knowledge of how to use computer applications or programs such as spreadsheets, desktop publishing programs, or computer network systems software etc.
- Must have good communication skills & presentation Skills.
- Knowledge of source and use coding standards, ticketing tools and utilities/tools
- Strong and updated knowledge about technology trends and IT initiatives
- Ability to use information technology effectively to input and/or extract data accurately
- Knowledge to identify and refer anomalies in data
- Good knowledge about how to store and retrieve information
- Ability to understand objectives and work requirements
- Proficiency in being up to date with changes, procedures and practices in the respective field
- The candidate should have a passion for training

### **Qualification required**

- Technical Graduate - BE/B-Tech-Computer applications, BCA, B.SC etc.
- Certified Training certificate in Software Development or IT Helpdesk from a reputed institute.
- Minimum 2 to 3 years of Teaching experience in Software Development or IT Helpdesk profile.

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

**Other:** Salary commensurate with experience. Initial contract shall be issued till March 31, 2021. It will be renewed on the basis of performance.

**Position Availability:** Immediately

**Application Process:** To apply for this position, send your CV mentioning current CTC, expected CTC and notice period to [mastrecruitment@aif.org](mailto:mastrecruitment@aif.org) with subject line **“Trainer-Software Developer and Domestic IT Helpdesk Attendant”**

Only applications of short listed candidates will be acknowledged.