

American India Foundation (AIF)- Cluster Coordinator- Livelihoods

Position: Cluster Coordinator- Livelihoods

Program: Market Aligned Skills Training (MAST)

Location: Mumbai

Nature of Employment: Contractual

Duration: 12 months

Number of vacancies: 2

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

About Program:

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).

About NEST

The Night Employability and Skill Training (NEST) is a visionary project aims to enhance the Employability Skills of youth through NEST (Night Employability Skill Training) Centers established in 10 Night Colleges and Evening Shift of Day Colleges of Mumbai and Greater Mumbai area. The Project delivers Innovations in Concept as well as Innovations in Implementation Methodology. It has been designed with a clear Objective: **Enhancing Employability Skills of 3,500 youth with at least 80% candidates gaining employment.**

Aspiring youth from the NEST colleges, aspirants who wants to upgrade their skills and/or looking at career shift and those from marginalized communities and migrants will be positively impacted through enhancement in their employability and access to employment opportunities. The project will ensure participation of at least 25%-30% females and upto 10% of the beneficiaries can be expected to be persons with disabilities.

Job Deliverables

Key Roles & Responsibilities:

1. Responsible for operations of 5 NEST centers in Mumbai
2. To ensure identification and selection of suitable 1800-2000 candidates for skill training in designated 5 NEST centers
3. To ensure quality skill training of 1800-2000 candidates in designated 5 NEST centers
4. To conduct orientation sessions with in the designated 5 NEST centers of the project
5. To support trainers in carrying out training of the selected courses in designated 5 NEST centers and different functions--pre training, during training and post training
6. To prepare and submit various programmatic and financial documents and reports on monthly, quarterly, half yearly and annual basis to line manager
7. To work closely with the Project Coordinator of NEST project for project deliverable
8. To ensure data entry of 1800-2000 candidates of designated 5 NEST centers on AIF MIS
9. To network with local stakeholders like state government, development agencies, employers and other relevant organizations for project deliverable
10. Any other task as assigned by the line manager

Key Skills:

1. Bachelor's degree in communication/business management/human resources/information technology/social work, or related field
2. Master Degree in communication/ business management/human resource/social work, or related field
3. Four(4) plus years' previous experience as Cluster Coordinator/Project Coordinator or related position in skill development training projects
4. Proficient computer skills, Microsoft Office Suite (Word, PowerPoint, Outlook, and Excel), and instructional software
5. Experienced digital savvy person with proven track record of digital skills
6. Excellent power point presentation skills
7. Experience with technologies and best practices for instructional manuals
8. Strong project management skills with the ability to supervise multiple projects
9. Good interpersonal skills and communication with all levels of management
10. Organized and able to create multiple timelines, budgets, and schedules
11. Able to multitask, prioritize, and manage time efficiently
12. Excellent leadership, team building, and management skills
13. Encouraging to team and staff; able to mentor and lead
14. Excellent verbal and written communication skills
15. Able to analyze problems and strategize for better solutions
16. Ability to work under pressure and disciplined

Reporting: The position will report to Program Manager- Livelihoods/Project Coordinator.

Other: Salary commensurate with experience.

Position Availability: Immediately

Application Process: To apply for this position, send your CV and covering letter describing how you meet the specifications for this role and what you bring to it to career.livelihoods@aif.org with subject line "**Cluster Coordinator- Livelihoods**".

Along with your CV, please also share a one-minute video resume answering these 3 questions:

- ~ Tell us something about yourself?
- ~ A brief about your achievements as a Cluster or Project Coordinator?
- ~ Your current/last drawn CTC and expectation from the role?

Please upload a zip file including the CV, Covering Letter and video resume.

Deadline for applications: **23rd April, 2021**

Only applications of short listed candidates will be acknowledged.