

## **American India Foundation (AIF)- Counsellor- Livelihoods**

**Position:** Counsellor- Livelihoods

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

**Location:** Mumbai

**Nature of Employment:** Contractual

**Number of vacancies :** 05

### **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 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. Provide Comprehensive Counseling to Potential as well as existing candidates from 2 designated NEST Centers
2. Handling counseling of prospective candidates from 2 NEST Centers via face to face interaction, telephone calls, chats, email and social media and convert into enrolments
3. Counsel and advice NEST candidates in specific curriculum decisions including the choice courses.
4. Maintaining updated data and enrolment report of 2 NEST centers
5. To support the trainers as and when required in training delivery
6. Any other task assigned by the line manager.

**Key Skills:**

1. Bachelor's degree in psychology/communication/English/human resources/humanity, or related field
2. Master Degree in psychology/communication/English/human resources/humanity, or related field
3. Four (4) plus years' previous experience as Counselors or related positions
4. Skilled in 21<sup>st</sup> century employability skills training delivery
5. Well informed of labor market trends, employer needs and best practices in career services.
6. Excellent communication skills –both written and verbal
7. Knowledge of local language (written and spoken)
8. Proficient computer skills, Microsoft Office Suite (Word, PowerPoint, Outlook, and Excel), and instructional software
9. Strong presentation skills
10. Openness to students and colleagues from a range of cultures and languages.
11. Experience with technologies and best practices for instructional manuals
12. Good interpersonal skills and communication with all levels of management
13. Organized and able to create multiple timelines, budgets, and schedules
14. Able to multitask, prioritize, and manage time efficiently
15. 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](mailto:career.livelihoods@aif.org) with subject line "**Counsellor- 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 Counsellor?
- ~ 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: **23<sup>rd</sup> April, 2021**

Only applications of short listed candidates will be acknowledged.