

American India Foundation (AIF) - Trainer (Retail domain) - Livelihoods

Position: Trainer (Retail domain) - Livelihoods

Program: Livelihoods

Location: Delhi NCR

Duration: 10 months

Nature of Employment: Contractual

Number of positions: 1

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

AIF works closely with the public and private sector to create inclusive and sustainable livelihoods for individuals, families, and communities across India with a long-term goal of equalizing the informal and formal sectors to provide equitable opportunities for all citizens.

The Market Aligned Skills Training (MAST) provides underprivileged youth with skills training and access to formal employment opportunities. It addresses the systemic imbalance between millions of the country's disadvantaged youth lacking education and basic skills, and its growing industries in need of a skilled workforce. Working closely with employers, to develop market-aligned curricula that meets the need of the industry across the country, AIF provides a three-month vocations training and workplace readiness program to underprivileged young people to empower them with the knowledge and skills needed for employment and success. MAST promotes increased participation of women in the workforce through appropriate skilling and gender mainstreaming. It also promotes entrepreneurship culture amongst women thus making it aspirational to the population at the bottom of the pyramid.

Ability-Based Livelihood Empowerment (ABLE) trains persons with disabilities in fundamental and specialized skillsets and facilitates their entry into the job market through a robust advocacy platform for disability inclusion, promoting inclusive growth in India. With specialized curriculum development for the visually impaired, hearing impaired and orthopedically impaired, the program combines assistive technologies and workplace solutions with career counselling while building capacity of NGOs across India to ensure equal opportunities for all persons with disabilities.

Cumulatively, both these programs have benefitted 1,40,840 individuals (as on 31st March 2020) with 1,02,675 having gained employment across 23 States of India. From among those benefitted, 41% are women and 16,167 (11%) are persons with disabilities.

About Project

Internet Based Livelihoods Rehabilitation (INABLER) is a program designed in response to COVID realities that leverages technology and internet to deliver a first of its kind 100% remote project with online skilling, eMarketplace for employment facilitation and access to remote jobs for PwDs and Women.

Key Roles & Responsibilities:

1. To deliver virtual training of eligible candidates from marginalized and economically weaker section of the society (persons with disabilities and women)
2. To train the trainees on retail role following a curriculum
3. Generate content to deliver the training as needed
4. To maintain the trainees' database time to time on AIF MIS and upload the relevant supporting documents on timely basis.
5. To organize various virtual activities for candidates to provide exposure on regular basis
6. Organize guest faculty sessions periodically
7. To facilitate the project team in mobilization process
8. Generating reports and presenting information to Project Manager
9. Support Employment related activities for the project
10. To maintain and keep record of candidates' attendance
11. To network with local employers for expert sessions, future employment prospects, etc.
12. To assist the Project Manager in maintaining and updating the AIF MIS database.
13. To be involved in any operational activity as and when instructed by the Project Manager.
14. Any other task assigned by line manager that might emerge depending upon the need and opportunity decided by AIF

Key Skills:

- M. Tech/ B. Tech/ M.Sc. / B. Sc. degree in IT or Computer Science with at least 3-5 years of relevant experience in IT training delivery.
- Adept in using virtual training tools and methodologies
- Possesses a variety of skill sets including time management, multi-tasking, inter-personal and problem-solving ability.
- Experience of working with PwDs is desirable.
- Possesses passion to work for and with persons with disabilities and women.
- Consistently approaches work with positive energy and a constructive attitude.
- Possesses a variety of skill sets including time management, multi-tasking, inter-personal and problem-solving ability.

- 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
- Knowledge of local language (written and spoken).
- 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 report to Project Manager.

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 **“Trainer (Retail domain) - 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 Trainer (Retail domain)?
- ~ 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: **30th April 2021**

Only applications of shortlisted candidates will be acknowledged.