**American India Foundation (AIF) - National Placement Manager - Livelihoods**

Position: National Placement Manager - Livelihoods  
Location: Delhi NCR  
Reporting Relationship: Head of Operations - Livelihoods  
Nature of Employment: Fixed term  
Duration: 2 years  
Number of Positions: 1

**About American India Foundation:**

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 AIF Livelihoods Programs**

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.

**Job Deliverables**

**Key Roles & Responsibilities:**

1. To establish industry collaborations and understand their human resource needs on regular basis
2. To tie-up with key employers and generate placement opportunities for the program beneficiaries on regular basis  
3. To spearhead pre-placement activities, career guidance sessions and other related activities  
4. Organizing job fairs/job mela and alumni meet  
5. Mandate generation from company at national level  
6. To initiate Hire and Train model in specific locations  
7. Industry Collaboration  
8. National Placement tracking as per load  
9. To support placement coordinators and promote Career Planning services through in-class presentations, student organizations outreach  
10. Travel to field as and when required  
11. Any other responsibilities as assigned by the line manager

**Skills and Competencies:**

1. Master’s degree in psychology/communication/business management/human resources/information technology, or related field  
2. Eight plus years’ previous experience as Placement Manager or similar positions  
3. In-depth understanding of livelihoods sector and programs especially programs on employability, entrepreneurship and market based solutions  
4. Good understanding of understanding of technology such as proficient computer skills, Microsoft Office Suite (Word, PowerPoint, Outlook, and Excel).  
5. Well informed of labor market trends, employer needs and best practices in career services.  
6. High level of team management and interpersonal skills and exhibits self-awareness  
7. Proven track record of developing and managing high quality and innovative employment programs  
8. Excellent written & verbal communication skills; sound representational abilities.  
9. Strong networking and representation skills with both internal and external stakeholders  
10. Strong Leadership skills  
11. Good knowledge about government regulations and policies  
12. Willing to travel extensively to and within project locations.  
13. High personal and professional integrity.

**Other:** Salary commensurate with experience. Initially contract shall be issued for fixed term for 2 years, which shall be renewed on the basis of requirement of the program and performance.

**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 “National Placement Manager - Livelihoods”.

Only applications of shortlisted candidates will be acknowledged.
Along with your CV, please also share a two-minute video resume answering these 3 questions:

~ Tell us something about yourself?  
~ A brief about your achievements as a Placement Manager?  
~ 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: 5th June, 2021

Only applications of shortlisted candidates will be acknowledged.