**JOB DESCRIPTION**

| **Position** | **Faculty cum Centre In-charge** |
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| **Locations** |  |
| **Employment type** | **Full time** |
| **Reporting to** | **Zonal Head** |
| **How to apply** | **https://icicifoundation.org/careers/** |

ICICI Academy for Skills is a skill development initiative for the unemployed youth instituted across the country, under the aegis of ICICI Foundation. The initiative focuses on imparting vocational skills to the youth and creating a direct impact by enabling livelihood. IAS offers vocational trainings to youth at two levels:

- Youth who drop out of the formal education system after Class IIX

- Youth who have recently completed graduation

**Job Responsibilities:**

* Adhering to the training schedule and ensuring imparting of quality training as per defined parameters and scheduled timelines, comprising of the following:
  + Ensure that the Code of Conduct is duly administered and adhered to
  + Ensure maintenance of day wise module and curriculum of each courses/trades and daily log for the course being conducted and the same to be displayed in the classroom
  + Ensure maintenance of attendance sheet for each training session in the prescribed format
  + Ensure timely feedback to training coordinator with regards to the training
  + Provide continuous guidance and mentoring to trainees
  + Ensure timely availability of training materials / consumables / tool kits at the site of the trainings
  + Ensure timely reports, success stories, best practices, write ups for newsletter and any other required communication
  + Submission of MIS as per the agreed calendar
  + Manage the evaluation and certification process for the candidates upon completion of training
* Sourcing of trainees for each batch well in advance with adequate applications in the pipeline for at least one additional batch. This will comprise of the following:
  + Conduct sourcing activities by exploring all sourcing channels like catchment areas, educational institutions, employment exchanges, ICICI Group references, etc.
  + Ensure updated sourcing collaterals are available at the required times in adequate numbers
  + Documentation of sourcing activities including filling in of application forms and other required pre training activities
* Placement of candidates in coordination with the Centre Head & Central Placement team. This will comprise of the following:
  + Preparation of trainees’ CVs
  + Identifying potential employers and relationship building and maintenance
  + Handholding of trainees after placement
* Ensuring end to end management of the Centre (training facility and hostel) within the overall plan for the Academy
  + Sourcing of candidates including developing new channels locally
  + Recruitment of sourcing and training team
  + Upkeep of infrastructure
  + Stock management of all assets and material
  + Team management
  + Training delivery & trainer evaluation
  + Evaluation of candidates
  + Placement of candidates through the IAS portal
  + Administrative requirements
* Establishing and maintaining relationships with internal (ICICI Group) and external stakeholders ( Industry Partners , Government bodies , NGO, Recruitment Partners and other local bodies )
* Ensuring compliance with all statutory & regulatory requirements
* Drawing budgets for the centre and operating within the budgets
* Establish performance targets and the criteria used to assess training effectiveness and development
* Constant exploration of new channels for sourcing and placements
* Maintenance of admin and assessment records
* Administration of all aspects of attendance monitoring
* Any other tasks that may be assigned by the Reporting Heads.

**Trade specific:**

Conduct training for faculty courses.

* Life Skills
* Training, sourcing & placement
* Team Management
* Centre Administration
* Etiquette and Grooming
* Basic English/Regional language
* Basic Computers
* Financial Literacy
* Computer literate - well versed with Excel, word and power point

**Qualification Required:** Graduate in any stream, Post- graduation degree will be an added advantage

**How to Apply:**

You may apply at <https://icicifoundation.org/careers/> or email updated resume to careers@icicifoundation.org

For any queries, you may write to us at careers@icicifoundation.org