**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