JOB DESCRIPTION

Income Generation Prog. & Placement Coordinator

Jan Vikas Samiti, Murdaha, Varanasi. U.P

Position Type: Full-Time

Organization Type: NGO

Experience Level: 2-3 Years

Degree Required: Post Graduate Degree

About Jan Vikas Samiti (JVS):

JVS was established in 1996 since its inception JVS has been working for the integral development of the marginalized and underprivileged sections of the society, particularly of women, children, scheduled caste, scheduled tribe and persons with disabilities. Currently, JVS is directly implementing programs on Women Empowerment, Community Health, WASH, Livelihood promotion for Women, Skill Training for Youth etc. Over the years, JVS has been engaged in creating an inclusive environment and social and economic development of the disadvantaged people by enabling them to have access to education, employment and equal rights. We believe that quality education and skill development is the key to overcoming poverty in a single generation at the same time is also fundamental in creating a future for human security, community development and progress of the nation. Access to livelihood and employment is essential not only to end the cycle of poverty, but also to create a barrier free society. In fulfilment of this, JVS promotes and conducts skills development trainings to help youngsters, especially with a disability to get equipped for available jobs in the market, which gives them dignity and respect in the society.

To support this transformation, JVS is seeking to recruit an experienced individual to the position of IGP and Placement Coordinator.

As Placement Coordinator s/he:

- Conducts orientation meetings with students to prepare them for the training and to instil in them the values of hard work and determination.
- Takes regular classes on soft skills and personality development for the students to prepare them for the interviews and jobs.
- Identifies the skills sets required in the market and coordinates with the training team to adopt the training to comply with the market need.
- Identifies appropriate partners/training institutions for exposure visits and other field visits.
- Conducts mock interviews with all students to prepares them for placements
- Identifies prospective employers and placement opportunities in relevant sectors and liaisons with them through personal contacts and visits.
- Follows-up with placed candidates for the updates on their carrier progress.
- Prepare case studies and success stories of the placed candidates for the purpose of activity promotion and donor reporting.

As IGP Marketing Coordinator s/he:
• Prepares marketing and advertising strategies, plans, and objectives to promote the IGP activities of groups.
• Plans and organizes promotional events and campaigns for the promotion of products and its visibility on a variety of media.
• Prepares content for the publication of marketing material and liaise with stakeholders and vendors to promote the products in the market
• Conducts market research to identify the opportunities for promotion and growth

Education and Skills required:

• Post Graduate in any discipline
• Experience Minimum 2+ Years of Experience in placement of students from skilling/training/educational institute.
• Strong verbal and written Communication Skills
• Strong Interpersonal skills; Should demonstrate patience & perseverance
• Should have good knowledge and relations with corporate.
• Must have the inclination towards society and working for marginalized community
• Ability to pitch to media.
• Knowledge of consumer marketing.
• Ability to think both creatively and strategically.
• Ability to run PR campaigns that deliver measurable results and meet objectives.

Job Offer:

• Reporting to: Lead-Program
• Full-time: 48 hours per week
• Salary scale: 1,80,000 to 2,40,000 CTC.
• Contract duration: 1-year contract with the intention of extension
• Location: Head Office in Murdaha, Varanasi, U.P
• Start date: a.s.a.p.

How to apply

To apply for the post, please send a letter of application stating your motivation and the skills that you would bring to this specific post along with your resume /CV by email to: hrjvsvns@gmail.com

To be considered, applications must be received on or before 20TH JANUARY 2020

For more information on JVS, please visit www.janvikassamiti.org