

## **JOB DESCRIPTION FOR VARIOUS ROLES OF PIA**

### **Mobilizer**

**Qualification:**Min. Graduate

**Experience:**1 year of experience desirable

**Salary:**Min. ₹15,000/- per month and TA/DA

**Location:**Anywhere in the state

#### **Required Skills:**

- Good communication skills and interpersonal skills
- Able to communicate with stakeholders like Sarpanch and rural youth effectively and build relationships
- Local resident, knowledge of local language,culture, social structure and geography of the districts of Jharkhand
- Basic knowledge about DDU-GKY programme
- Willingness to travel in remote locations
- Ability to work under pressure and disciplined
- Knowledge of tools and techniques of mobilization
- Knowledge of job opportunities and job description in the industries

#### **Job Description:**

- Mobilize candidates from the rural areas to get skilled for employment
- Explain the key features of DDU-GKY Programme to stakeholders at district, block and village levels
- Articulate future benefits of the training to the rural youth and their families
- Document the details of mobilized and contacted candidates
- Build relationship with key stakeholders like district & block functionaries
- Use IT tools like Kaushal Panjee, Swalekha, MS Office
- Tracking of candidates during and after training
- Any other tasks assigned by higher management

### **Counsellor**

**Qualification:**Min. Graduate in Psychology/Sociology/Clinical Science/Social Work /Rural Development or related field

**Experience:**Min. 1 year relevant experience

**Salary:**Min. ₹20,000/- per month

**Location:**Anywhere in the state

**Required Skills:**

- Good, persuasive, communication and interpersonal skills
- Basic knowledge about DDU-GKY programme
- Willingness to travel in remote locations
- Able to work under pressure and disciplined
- Knowledge of tools and techniques of counselling
- Knowledge of job opportunities and job description in the industries
- Maintain confidentiality
- Understanding of the rural context
- Ability to redress grievances
- Should know local language, culture and social structure

**Job Description:**

- Counsel students regarding skilling course selection, class scheduling, study habits and career planning
- Counselling candidates to help them understand and overcome personal, social or behavioural problems affecting their educational and vocational situations
- Address individual candidates' issues, problems and concerns
- Confer with parents or guardians, trainers, other counsellors and administration to resolve students' behavioural, academic and other problems
- Counselling of parents during and after training on their wards' progress
- Explain placement opportunities
- Help the candidates in setting their goals
- Conducting Aptitude test in the field and at the training centre
- Any other related tasks assigned by higher management

**English & Soft Skills Trainer**

**Qualification:** Min. Bachelor of Arts in English. Certified professionals in training adults on soft skills and or communicative English from a recognised university / institutes shall be preferred

**Experience:** 1 year of experience as English/Softskill Trainer or as English Teacher or Lecturers shall be preferred

**Salary:** Min. ₹20,000/- per month

**Selection criteria:** Written test, demo & personal interview

**Location:** Anywhere in the state

**Required Skills:**

- Good communication and training skills
- Good command of verbal, written and spoken English
- Good knowledge of English grammar, Hindi & local language
- Ability to prepare lesson plan and design curriculum

- Ability to prepare candidates for work, develop personality, interpersonal skills and grooming

**Job Description:**

- Prepare activity-cum-lesson-plan on English & Soft Skills
- Deliver training sessions on communicative English, functional English and Soft Skills
- Develop candidates' confidence and make them job ready
- Deliver financial literacy, life skills and employability skills
- Any other related tasks assigned by higher management

**IT Trainer**

**Qualification:**B.Sc IT/BCA/MCA/B.Tech

**Experience:**Prior experience in teaching/training, MIS/IT preferred

**Salary:**Min. ₹20,000/- per month

**Location:**Anywhere in the state

**Required Skills:**

- Good communication and training skills
- Ability to prepare lesson plan and design curriculum
- Knowledge of fundamentals of computers, IT tools like MS Office, E-Mails, Internet, digital literacy, Apps etc.
- Basic knowledge of IT trouble shooting

**Job Description:**

- Provide training to candidates on IT Skills, digital literacy
- Ability to troubleshoot technical issues at the centre
- IT Lab maintenance
- Designing activity-cum-lesson planner
- Any other related tasks assigned by higher management

**MIS Head**

**Qualification:**Computer Diploma /B.Sc IT/BCA/B.Tech/MCA/

**Experience:** Min. 2 year experience in relevant field

**Salary:**Min. ₹25,000/- per month

**Location:** Anywhere in the state

**Required Skills:**

- Good communication and training skills
- Ability to prepare lesson plan and design curriculum
- Knowledge of fundamentals of computers, IT tools like MS Office (advanced excel), Google Sheets, E-Mails, Internet, Digital Literacy, Apps etc.
- Basic knowledge of IT trouble shooting
- Knowledge of databases like MS Access, MySQL, ORACLE etc.
- Analytical skills including knowledge of related tools like SPSS/PYTHON etc.
- Basic knowledge of programming languages like SQL/PHP/HTML/C/C++

**Job Description:**

- Maintaining project and training centre data on timely basis
- Prepare periodic reports to meet the information needs of PIA management and programme management including that of government authorities
- Perform data analysis to draw inferences to determine health of the project
- Uploading data on required portals
- Should be able to resolve all the computer related issues within an organization
- Should generate and distribute management reports in accurate and timely manner
- Co-ordination with other stakeholders for data cleansing, furnishing and reporting
- Any other related tasks assigned by higher management

**Quality Personnel**

**Qualification:** Graduate or above

**Experience:** Min. 2 year experience preferably in skilling. This could be relaxed in case the candidate has qualification such as PGDRDM from NIRD&PR/MSW/MBA from reputed institutions

**Salary:** Min. ₹30,000/- per month

**Location:** Anywhere in the state

**Required Skills:**

- e-SOP certified (within a stipulated time after joining the centre)
- Willing to travel in remote areas
- Possess good presentation and writing skills
- Have strong analytical attitude
- Problem solving skills and maintain confidentiality
- Vigilant, attention to detail
- Knowledge on modern IT tools like MS Office (advance excel), IT Savy

- Proactive, with a zeal to drive quality

**Job Description:**

- Ensuring project quality delivery (Training Centre Infrastructure, TLM, Trainer, Training Delivery, Assessment & Certification, Placement & Tracking)
- Performing project quality control/assurance activities on sampling basis as per the provision of SOP
- Ensuring the management of project documentation according to the defined standards
- Preparing & reporting project performance for other stakeholders like PIA top Management, State Government, CTSA & MoRD on health of the project
- Represent PIA in various performance review meetings conducted by State Government, CTSA & MoRD
- Ensure complete process adherence with utmost integrity as ambassador of Governments
- Any other tasks assigned by higher management

**Centre Manager**

**Qualification:**Min. Graduate

**Experience:**Min. 3 years experience in education, skill or livelihood, supply chain management or related field.

**Salary:**Min. ₹35,000/- per month

**Location:**Anywhere in the state

**Required Skills:**

- e-SOP certified (Operation, on joining the centre)
- Quality oriented
- Ability to lead a team
- Management skills
- Documentation knowledge
- Willing to travel to remote areas
- Multi-tasker, problem solving attitude

**Job Description:**

- Overall responsibility for the management of the Training Centre
- Perform project activities as per the standards defined in the SOP
- Addressing non-compliances as reported by Q-team/State team/CTSA/MoRD through inspection/due diligence reports within the stipulated timelines
- Execute project as per Post Placement Work Schedule

- Designing and monitoring activity cum lesson planner
- Mobilize required resources (man, machine, money, material) for the optimum utilization of the Training Centre
- Project data/records verification on 100% basis
- Training delivery on need basis (if qualified)
- Reporting centre performance to the internal management team
- Facilitate candidates and parents meet wherever and whenever required
- Tracking of the candidates
- Any other tasks assigned by higher management