

JOB DESCRIPTION FOR VARIOUS ROLES **OF PIA**

Mobilizer

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

JOB DESCRIPTION FOR VARIOUS ROLES **OF PIA**

Counsellor

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

JOB DESCRIPTION FOR VARIOUS ROLES **OF PIA**

English & Soft Skills Trainer

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

JOB DESCRIPTION FOR VARIOUS ROLES **OF PIA**

IT Trainer

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

JOB DESCRIPTION FOR VARIOUS ROLES OF PIA

MIS Head

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, App 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

JOB DESCRIPTION FOR VARIOUS ROLES **OF PIA**

Quality Personnel

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

JOB DESCRIPTION FOR VARIOUS ROLES **OF PIA**

Centre Manager

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/duediligencereportswithinthestipulatedtimelines
- Execute project as per Post Placement Work Schedule
- Designing and monitoring activity cum lesson planner
- Mobilizerequiredresources(man,machine,money,material)fortheoptimum 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
- Facilitatecandidatesandparentsmeetwhereverandwheneverrequired
- Trackingof thecandidates
- Any other tasks assigned by higher management