

AMERICAN INDIA FOUNDATION TRUST

JOB DESCRIPTION

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| Position: | Placement Manager- Green Jobs | Program: | Livelihoods |
| Location: | Delhi NCR | Reporting Relationship: | National Manager – Green Livelihoods |
| Nature of Employment: | Fixed term Staff (for one year) | Number of Positions: | One |

ABOUT AMERICAN INDIA FOUNDATION TRUST

The American India Foundation Trust (AIF) is committed to improving the lives of India’s underprivileged, with a special focus on women, children, and youth. The Foundation does this through high-impact interventions in education, health, and livelihoods because poverty is multidimensional. Through its unique value proposition, working closely with local communities, the Foundation partners with NGOs to develop and test innovative solutions and with governments to create and scale sustainable impact. Founded over two decades ago, in the aftermath of the devastating Gujarat earthquake, as a humanitarian initiative by Atal Bihari Vajpayee Ji and Bill Clinton, AIFT has impacted the lives of 16.51 million of India’s poor across 35 States and Union Territories of India. Learn more at <https://aif-india.org>

ABOUT THE PROGRAM

AIF’s Livelihoods program envisions a world where poor and vulnerable communities have access to dignified work opportunities, empower them with sustainable livelihoods. Since 2006, the Livelihoods Program has directly and indirectly served 2.20 million people from vulnerable communities. Leveraging technology to provide financial and market linkages, knowledge, skills, and dignified work opportunities, the program helps the communities secure jobs, manage enterprises, and make a respectable living. Since its inception in 2006, through its flagship programs Market Aligned Skills Training (MAST) and Ability Based Livelihood Empowerment (ABLE), AIF Livelihoods has provided program support to 825,960 disadvantaged youth, women and Persons with Disabilities (PwDs), and impacted 343,727 livelihoods.

KEY ROLES & RESPONSIBILITIES

As the Placement Manager for Green Jobs, you will be at the forefront of our Green Livelihoods initiative, responsible for strategically placing individuals in meaningful roles within the burgeoning green sector. This role requires a dynamic professional with a passion for sustainable livelihoods, climate action, and a proven track record in project management, government engagement, partnership building, and team leadership. The key roles and responsibilities is broadly as:

- Converting new clientele/accounts through structured market research & outreach.
- Understand the talent requirements of different corporates / organizations and evaluate their suitability to the company including the move towards inclusion of PWDs in their workforce
- Identify and visit companies/ organizations for potential placement opportunities
- To coordinate and ensure tie-up with key employers and generate placement opportunities for the beneficiaries across programs on a regular basis
- To spearhead pre-placement activities, career guidance sessions and other related activities

- Organizing job fairs/job mela/ special recruitment drives and alumni meet
- Organize online job fairs/ placement drives
- Mandate generation from employers - mandates (Demand Letters) develop placement MOUs and/or receive placement
- Develop industry collaboration to promote internships, apprenticeships, On-The Job Training opportunities, etc. for program beneficiaries
- To establish industry collaborations and understand their human resource needs on regular basis
- Placement and retention tracking as per load
- To support placement coordinators and promote Career Planning services through in-class presentations, student organizations outreach
- Coordination & relationship building with regional teams

Placement Strategy and Execution:

- Develop and implement a comprehensive placement strategy for individuals seeking employment in the green sector like renewable energy, climate smart agriculture, waste management, electric mobility, nature-based tourism, and other related industry.
- Collaborate with green industry, educational institutions, vocational training centers, and other partners to identify suitable candidates.
- Establish and maintain relationships with green businesses, NGOs, and government agencies to facilitate job placements.
- Identify potential corporate/industry/related partners for placement opportunities.
- Establish and nurture relationships with corporate/industry/related partners through effective communication and collaboration.
- Strategize and achieve successful career outcomes for the graduating class through a robust campus recruitment process.
- Develop and implement outreach strategies to attract new corporate partners for placement opportunities.
- Represent the organization and placement services at relevant forums.
- Plan and engage with corporates for strategic activities including guest lectures, panel discussions, conclaves, workshops, competitions, etc.
- Develop and track key performance indicators (KPIs) related to placement success and outreach effectiveness.

Program Management:

- Oversee the design and execution of placement programs, ensuring alignment with the overall Green Jobs initiative.
- Collaborate with the project team to identify placement opportunities and assess the skill requirements of green employers.
- Design and development of green jobs database and alignment with Industry specific job requirements.

Partnership Building:

- Cultivate and nurture partnerships with green businesses, government agencies, and other relevant stakeholders to enhance placement opportunities.
- Collaborate with the Strategic Partnerships team to explore and secure funding for placement programs.

Government Engagement:

- Work closely with government officials to understand their green employment objectives and collaborate on placement initiatives.

- Facilitate the development of Memorandum of Understanding (MoUs) with government entities to streamline the placement process.

Team Leadership:

- Recruit, train, and lead a high-performing candidates dedicated to achieving the goals of the Green Jobs placement program.
- Provide ongoing support, mentorship, and professional development opportunities for team members.

Monitoring and Evaluation:

- Develop and implement a robust monitoring and evaluation framework to assess the effectiveness of placement programs.
- Coordinate with the Learning, Evaluation & Impact team for data collection, analysis, and reporting.

Key Skills and Qualifications:

- Master's degree in a relevant field (Environmental Science, Environment Management, Environment Engineering, Climate Change/Sustainability or Bachelor's degree in Business management/human resources with experience in Environment & Climate Change sectors especially Green livelihoods or related fields.
- 5-7 years of experience in program management, with a focus on job placement, preferably in the green livelihoods/environment sector.
- Strong understanding of the green job landscape, sustainable livelihoods, and the intersection of skills and employment opportunities.
- Proven ability to build and maintain partnerships with government agencies, businesses, and NGOs.
- Excellent leadership and team management skills.
- Effective communication and negotiation skills.
- Self-motivated with the ability to work independently.
- Excellent understanding of the climate action landscape in India.
- Willingness to travel for at least 30% of time all over India

OTHERS:

Salary shall commensurate with experience.

POSITION AVAILBILTY:

Immediate

APPLICATION PROCESS:

To apply for this position, please click [HERE](#)

Only applications of shortlisted candidates will be acknowledged.