

About Us:

As the social arm of NASSCOM, NASSCOM Foundation is working with industry in achieving its goals of social transformation and impact through technology. Over a decade of our existence we have touched more than one million lives through our efforts towards providing digital literacy, skills for livelihood, supporting Persons with disabilities, empowering Non-profits with technology and engaging in volunteerism. Our vision is to Leverage technology to create an inclusive and progressive India. For more details, please visit <https://nasscomfoundation.org/>

Role:

- **Title: Project Coordinator – Skills & Employability**
- **Location: Kolkata & Mumbai**
- **Reports to: Project Manager**

Overview & Key Responsibilities:

NASSCOM Foundation's 'Skills and Employability' Initiative works to bridge the skilling gap in India towards its goals of social transformation and impact through technology. The Foundation works closely with the IT Sector Skills Council – NASSCOM SSC. The Foundation helps the donor organizations finalize various aspects of the Skill-based CSR intervention. These include skill-need discovery and identifying gaps with women entrepreneurs that can be addressed with tech-based upskilling, course curriculum and the region of intervention. We work with training partners to plan and execute employment linked skill training, upskilling for youth, women, PWD's, marginalized communities, unemployed graduates, colleges with special focus on aspirational districts/ Tier 2 & 3 cities across states.

Over a decade of our existence we have touched more than one million lives through our efforts towards providing digital literacy, skills for livelihood, supporting Persons with disabilities, empowering Non-profits with technology and engaging in volunteerism. The Foundation has a strong focus to nurture entrepreneurship ecosystem in order to provide sustainable economic growth especially involving women, youth and people with disabilities. We work towards equipping beneficiaries with multiple skill sets including digital and financial with a special focus on technology, vision to build an inclusive and sustainable India by leveraging the capabilities and competencies of the IT/BPM industry.

Individual will be responsible for managing and leading the day to day affairs related to implementation of the project in coordination with partner NGO. She/He will be required to contribute on the following aspects:

- **Monitoring & Evaluation:**
 - Undertaking field visits for project monitoring
 - Preparing and consolidating M&E plan across all the projects and coordinating with team for timely implementation
 - Coordinating with MEL vertical to develop indicators and reporting frameworks.

- Gather market intelligence on new trends and best practices with respect to Skill training and employment and feed into planning and implementation.
- Reports & Case Studies:
 - Conceptualizing frameworks for Case Studies
 - Ensure success stories are documented and shared periodically for program communication through NF social media handles
 - Support to Project Manager in developing whitepapers on successful models for advocacy with potential donors/government.
- Processes Setup:
 - Support in setting up, review and improve processes related to –
 - Donor Reports
 - NGO Selection & Reviews
 - Proposal Building
 - Budget planning and utilization
 - Internal Reviews
 - Project culmination
- NGO Partner:
 - Preparing robust college and community outreach plan with partners
 - Maintain dialogue with the existing IPs
 - Identify Capacity Building needs of IPs towards aligning to project requirements
 - Reaching out to rope more NGO partners for future/upcoming projects and expanding the NGO partner pool
- Data Management:
 - Preparing templates and processes related to data management of Internal/external Reviews, Project Reports etc. across vertical
 - Compilation as per requirement
 - Producing analytical reports in coordination with project teams
 - Cross functional Communications for data management.
- Any other task assigned by line manager depending upon the need and opportunity in the project

Experience:

- Bachelor's degree in communication/business management/human resources/information technology/social work, or related field with more than 8 years of experience
- Experience in multi-sector development and non-profit organization is desirable.
- 3 years' previous experience in employability linked skill development training projects is must.
- Proficient computer skills, Microsoft Office Suite (Word, PowerPoint, Outlook, and Excel).

Role:

- **Title: - Regional Placement Lead**
- **Location: - Noida & Bangalore**
- **Reports to: - Head – Skills & Employability**

Overview & Key responsibilities

Nasscom Foundation's 'Skills Initiative' works to bridge the skilling gap in the IT industry in India. The Foundation works closely with the IT Sector Skills Council – Nasscom SSC. The Foundation helps the donor organizations finalize various aspects of the Skills-based CSR intervention. The Foundation also helps support placement of the trained individuals. We work towards equipping individuals with multiple skill sets including digital and financial with a special focus on technology.

As key member of the team, s/he/they will be managing the placement of beneficiaries enrolled under the skilling programs of Nasscom foundation. Broad structure of responsibilities is noted below.

Key Responsibilities:

- Coordination and support to partners for placements.
- Will be responsible for connecting beneficiaries with potential employers, providing job search guidance and support, and ensuring successful job placements.
- To coordinate and ensure tie-up with key employers and generate placement opportunities for the beneficiaries across programs on a regular basis.
- To spearhead region specific pre-placement activities, career guidance sessions and other related activities.
- Organizing placement drives.
- Mandate generation and partnerships with employer.
- To initiate Hire and Train model in specific locations.
- To schedule and follow up on candidate interviews with prospective employers.
- To maintain employer database and candidates' profile as needed.
- To collaborate and promote Career Planning services through in-class presentations, student organization outreach.
- Travel to field as and when required.
- Any other cross functional initiatives as assigned by the line manager.
- Monitor and report on job placement outcomes.

Qualifications:

- Bachelor's degree in a related field such as Education, Business, or Human Resources is preferred.

- Four (4) plus years' previous experience as Placement Officer/ Human Resource Officer/ or related positions preferably in skilling domain.
- Exposure to placement in IT sector would be preferred.
- Excellent communication skills, both written and verbal.
- Strong interpersonal skills, with the ability to build and maintain relationships with candidates and employers.
- Knowledge of job search strategies and resume writing techniques.
- Strong organizational skills and ability to manage multiple tasks simultaneously.
- Proficient in Microsoft Office and other relevant software.
- **We need change markers to drive our inclusive tech agenda.**
- **Passion and commitment towards bringing a social change.**

If you are looking for a challenging assignment and the above profiles sounds like you, please send your resume at hiring@nasscomfoundation.org

NASSCOM Foundation is an equal opportunity & diversity sensitive employer and women, person with disability, LGBTQIA+ are especially encouraged to apply.