Job Description – Centre Head

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| **Position** | **Centre Head** |
| **Location** |  |
| **Employment type** | **Full time** |
| **Reporting to** | **Zonal Head** |
| **How to apply** | **https://icicifoundation.org/careers/** |

**About ICICI Foundation:**

For over six decades, the ICICI Group has contributed significantly towards India’s economic growth and development. Promoting inclusive growth has been a key priority for the Group. We have not only made meaningful differences in the lives of our customers through our suite of products and services but have also been consistently supporting development initiatives and community outreach efforts. The mission is to empower the poor to participate and benefit from the Indian growth process through integrated actions in the fields of primary health, elementary education, financial inclusion and sustainable livelihood. ICICI Foundation works through three key models of intervention -ICICI Academy for Skills (IAS), ICICI Rural Livelihood program (RL) and ICICI Rural Self Employment Training Institute (ICICI RSETI).

ICICI Academy for Skills (IAS) is a skill development initiative for the unemployed youth instituted across the country. The initiative focuses on imparting vocational skills and creating a direct impact by enabling livelihood.

# Education and Experience:

* Graduate in any stream, Post- graduation degree will be an added advantage
* Minimum 6 years

# Key Responsibilities:

* Ensuring end to end management of the Centre (training facility and hostel) within the overall plan for the Academy
* Establishing and maintaining relationships with internal (ICICI Group) and external stakeholders ( Industry Partners , Government bodies , NGO, Recruitment Partners and other local bodies )
* Ensure updated sourcing collaterals are available at the required times in adequate numbers
* Ensuring compliance with all statutory & regulatory requirements
* Drawing budgets for the Centre and operating within the budgets
* Establish performance targets and the criteria used to assess training effectiveness and development
* Constant exploration of new channels for sourcing and placements
* Placement of candidates in coordination with the Central Placement team.
* Maintenance of admin and assessment records
* Administration of all aspects of attendance monitoring
* Any other tasks that may be assigned by the Reporting Heads.

# How to Apply

You may apply at [**https://icicifoundation.org/careers/**](https://icicifoundation.org/careers/)or email your updated resume tocareers@icicifoundation.org

For any queries, you may write to us at careers@icicifoundation.org