Job Description – Consultant Faculty

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| **Position** | **Consultant Faculty – Office Administration** |
| **Location** |  |
| **Employment type** | **Full time** |
| **Reporting to** | **Centre 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).

**Role and Responsibilities**

Adhering to the training schedule and ensuring imparting of quality training as per defined parameters and scheduled timelines, comprising of the following:

* Ensure that the Code of Conduct is duly administered and adhered to
* Ensure maintenance of day wise module and curriculum of each courses/trades and daily log for the course being conducted and the same to be displayed in the classroom
* Ensure maintenance of attendance sheet for each training session in the prescribed format
* Ensure timely feedback to training coordinator with regards to the training
* Provide continuous guidance and mentoring to trainees
* Ensure timely availability of training materials / consumables / tool kits at the site of the trainings
* Ensure timely reports, success stories, best practices, write ups for newsletter  and any other required communication
* Submission of MIS as per the agreed calendar
* Manage the evaluation and certification process for the candidates upon completion of training

Sourcing of trainees for each batch well in advance with adequate applications in the pipeline for at least one additional batch. This will comprise of the following:

* Conduct sourcing activities by exploring all sourcing channels like catchment areas, educational institutions, employment exchanges, ICICI Group references, etc.
* Ensure updated sourcing collaterals are available at the required times in adequate numbers
* Documentation of sourcing activities including filling in of application forms and other required pre training activities

Placement of candidates in coordination with the Centre Head & Central Placement team. This will comprise of the following:

* Preparation of trainees’ CVs
* Identifying potential employers and relationship building and maintenance
* Handholding of trainees after placement
* Any other duty assigned from time to time by Centre Head

**Trade specific**

Conduct training for Office Administration course. This will include the following modules:

* Life Skills
* Etiquette and Grooming
* Basic English
* Customer Service
* Basic Computers
* Financial Literacy
* Complete office management like managing filing systems, maintaining office supplies and using office equipment such as photocopier, printer, fax, etc.
* Understanding basics of accounting such as debit and credit
* Recording transactions in accounting software (Tally)
* Learning administrative skills like handling office visitors, attending telephone calls, handling business correspondence and making travel arrangements
* Learning the basics of banking
* Writing formal letters & business emails
* Maintaining customer relationships
* Conducting follow-up activities

# Education and Experience:

* Graduate in any stream, Post- graduation degree will be an added advantage
* 2+ years of experience as a trainer

# 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