

JOB DESCRIPTION

Position Name : Faculty cum Centre In-charge, ICICI Academy for Skills (IAS)
Reporting to : Zonal Head
Qualification Required: Graduate in any stream, Post- graduation degree will be an added advantage

ICICI Academy for Skills is a skill development initiative for the unemployed youth instituted across the country, under the aegis of ICICI Foundation. The initiative focuses on imparting vocational skills to the youth and creating a direct impact by enabling livelihood. IAS offers vocational trainings to youth at two levels:

- Youth who drop out of the formal education system after Class IIX
- Youth who have recently completed graduation

Job 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
- Ensuring end to end management of the Centre (training facility and hostel) within the overall plan for the Academy
 - Sourcing of candidates including developing new channels locally
 - Recruitment of sourcing and training team
 - Upkeep of infrastructure
 - Stock management of all assets and material
 - Team management
 - Training delivery & trainer evaluation
 - Evaluation of candidates
 - Placement of candidates through the IAS portal
 - Administrative requirements
- Establishing and maintaining relationships with internal (ICICI Group) and external stakeholders (Industry Partners , Government bodies , NGO, Recruitment Partners and other local bodies)
- 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
- Maintenance of admin and assessment records
- Administration of all aspects of attendance monitoring
- Any other tasks that may be assigned by the Reporting Heads.

Trade specific

Conduct training for faculty course.

- Life Skills
- Training, sourcing & placement
- Team Management
- Centre Administration
- Etiquette and Grooming
- Basic English/Regional language
- Basic Computers
- Financial Literacy
- Computer literate - well versed with Excel, word and power point