

## Job Description

Job Title	Placement Coordinator- Shiksha Aur Vikas Program(Skill Development & Livelihood Generation)
Department	Programs
Location	HO-Okhla, New Delhi
Reporting to	Project Lead
Number of Position	1

### Brief background on Kinship for Humanitarian Social Holistic Intervention in India (KHUSHII)

KHUSHII is a non-profit organisation working for the upliftment and holistic development of underprivileged children, women and vulnerable families. Founded in December of 2003 by Cricket legend Kapil Dev, KHUSHII is currently working in 13 states in India namely Delhi, Gujarat, Haryana, Telangana, Uttar Pradesh, Maharashtra, Punjab, Tamil Nadu and Karnataka reaching out to approx. 93,000 children and impacting lives of more than 5 lakh in the communities in their fight against poverty, abandonment, social neglect.

### The role of a Life skills cum Placement Coordinator

#### Industry Network Development:

- Cultivate and maintain relationships with healthcare institutions, hospitals, and home care agencies to identify potential job opportunities for GDA students.

#### Job Placement Strategy:

- Develop and implement a comprehensive job placement strategy that aligns with the goals of the GDA program.
- Analyse the local job market to identify trends and demands, adapting placement strategies accordingly.

#### Student Counselling:

- Provide life skills and career counselling to GDA students, helping them understand job requirements and preparing them for interviews.
- Address individual concerns and challenges that may affect students' employability.

#### Internship Coordination:

- Collaborate with healthcare partners to organise internships and practical training opportunities for GDA students.
- Ensure that students gain real-world experience to enhance their skills and employability.

#### Employer Relationship Management:

- Establish and maintain strong relationships with employers, ensuring their continued engagement with the program.
- Gather feedback from employers to enhance the program curriculum based on industry needs.

#### Job Matching:

- Match GDA students with suitable job opportunities based on their skills, preferences, and career goals.
- Facilitate the placement process by coordinating interviews and ensuring a smooth transition into employment.

**Placement Tracking:**

- Maintain accurate records of student placements, tracking their progress in their respective roles.
- Regularly follow up with employers and students to address any challenges and ensure job retention.

**Collaboration with Training Staff:**

- Collaborate with trainers and instructors to understand the skill sets of GDA students and align placement efforts with industry requirements.
- Provide feedback to the training team for continuous improvement of the program.

**Data Analysis:**

- Analyze placement data to identify trends, success factors, and areas for improvement.
- Use data-driven insights to enhance the effectiveness of placement strategies.

**Feedback Mechanism:**

- Establish a feedback mechanism with employers, students, and training staff to continually improve the placement process.
- Address any issues or concerns raised by stakeholders promptly.

**Market Research:**

- Conduct ongoing market research to stay informed about changes in the healthcare industry and job market.

**Adjust placement strategies based on emerging trends.**

**Desired Specifications**

	<b>Essential</b>	<b>Desired</b>
<b>Education</b>	Any Graduate	Knowledge on NGO sector is must
<b>Experience</b>	2-3 Years	Experience in NGO Sector is must
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"><li>• Basic computer and internet skills.</li><li>• Good writing skills, Good Documentation skills, Good Communication Skills</li></ul>	Experience of Vocational Training courses/ GDA/ Health sector etc.
<b>Salary</b>	2-3 lacs per annum	
<b>Language</b>	Local language is preferred	

Interested candidates may send CV to [hr@khushii.org](mailto:hr@khushii.org). Only shortlisted candidates shall be notified by us.