

## JOB TITLE: : MANAGER SUSTAINABILITY (PLACEMENTS)

### LOCATION: MUMBAI

**DESCRIPTION:** The Manager- Placements is responsible to build and maintain strong relations with employers to ensure placement of Aspirants in Bright Future's Livelihood program, in jobs that are best suited to them. This role will also look to approach and support Bright Future alumni in internships or jobs, besides providing support for the Livelihood programme.

### RESPONSIBILITIES:

#### Job market assessment

- > Researching and assessing the applicable job market for different sectors and check for opportunities available in different industries to determine what are the available jobs and the minimum requirements from candidates
- > Preparing reports on the availability of jobs and skills required which are applicable to and feasible for aspirants
- > Mapping of job opportunities to the geographical areas (Area Wise mapping).

#### Networking and Collaborating

- > Networking with future employers for the purposes of facilitating job placements, internships, exposure visits and other work readiness sessions.
- > Collaboration with other organisations with similar interests and placement agencies to place aspirants in the program. For example, this includes collaborating with partner organizations of donors or other NGO's and support their placement needs
- > Network and collaborate with institutions for additional support for our aspirants and Alumni. This includes supporting aspirants development post placement for taking on higher level roles

#### Plan and Organize Job placements

- > Prepare a Plan for job fairs and employers meets, and organize the events
- > Coordinate with centre in charges for alumni meets and other activities that support the overall process of placements
- > Organize guest lectures from the employers at the centres to inform the aspirants about the currently defined job opportunities along with in-demand job and life skills

- > Arrange sessions/activities/events with parents and community stakeholders about the importance of secure / stable jobs and developing employability in the youth.
- > Arrange exposure visits for parents and community to workplaces or to other organizations for building their awareness and understanding and meeting stakeholders like HR to accomplish the above purpose
- > Plan for activities in collaboration with employers so as to inform placed candidates of how they can improve their career prospects in the said jobs
- > Network with Alumni for their placements and help them in getting better offers if they have already been placed. This activity supports alumni who have been placed in an role and are interested in moving either to a bigger role or to another role by providing them with job leads relevant to their interest and capability

### Data Management, Analysis and Reporting

- > Data Management, Analysis and Reporting as and when required
- > Analysis of placement data and work on the gaps if any according to the set indicators.

### Quality Management

- > Monitor all training activities so that they are in line with the job requirements and also check for job readiness of aspirants
- > Monitoring, following-up and verifying the placed aspirants/alumni.
- > Timely verification and follow up of the placed candidates to find out if the placed candidates are reporting to work as scheduled and also check for attendance defaulters and take necessary corrective/supportive actions.

### COMPENSATION: Best in the Industry

### REQUIRED QUALIFICATIONS AND EXPERIENCE:

- > **Qualifications:** Masters /PG in Social Science. Any extra degree in marketing is an added advantage
- > **Experience:** 5 years of total experience in networking and job placement in the social sector and out of which at least 2 years of Managerial experience

### Required Knowledge

- > Good knowledge of youth and their needs
- > Good understanding of social development sector, skill development, placement, employers requirement

## Required Skills

- > Business Acumen , Planning & Organising, Effective Communication (verbal and written), Networking, Negotiation, Coordination and collaboration,
- > Proficient in MS Office applications (Excel, PowerPoint and Word), Research and Analytical Skills