|  |  |
| --- | --- |
| **Job Title:** | **Manager - Career Cell** **Reports to:** Senior Manager - Operations**Positions reporting into the role:** Career Cell team**Key Interfaces:** 1. Stakeholders in school to inform and engage
2. Consultants and vendors for specific programs
3. Senior Manager - Program to collaborate with on cascade of specific programs
4. Finance and Accounts department on budgets and expenses
 |
| **Position Summary**  | This position is responsible for the operations of the Career Cell Program. The role holder is responsible for working with students and mapping their interests as well as connecting them to various placement and vocational courses to expand their career options.  |
| **Key Accountabilities**  | * + - 1. **Develop and Supervise the Career Cell:**
* Develop the overall Strategy for the Career Cell in line with the organisational strategy along with senior management
* Guide the Career Cell Team and build individual and team capacities
* Tie ups with companies for interest mapping / finding out aspirations of students
* Supervise the Scholarship Program
* Participating in Career fairs and managing Alumni association
	+ - 1. **Coordination with Program Team:**
* Coordinate with the Program team to ensure that activities and opportunities are conveyed to students on a regular basis
* Collaborate with Program team to ensure smooth functioning of Career Cell activities
	+ - 1. **Placements:**
* Proactively identify skills based placements by reaching out to relevant organizations and institutions
* Identify and network with skills development institutions for skills training for the students
* Enter into partnerships with placement agencies and companies for making job opportunities available to our students
* Identify and networks with relevant companies for placements of students

**4. Vocational skills and Scholarship*** Partner with Career Counsellors to provide Career Guidance sessions
* Build strategic partnerships with vocational institutes, educational institutes, higher education institutes, skill development companies, NGOs etc. for offering vocational courses on a preferential basis for Masoom students
* Identify workshops for skills development and livelihood

**5. People Management:*** Be responsible for recruitment, training and performance management of role-holders reporting into self
* Ensure that they motivated to deliver their best
* Provide overall supervision and support to the Career Cell team & Resource Centre In charge
 |
| **Infrastructure**  | Computer Center management |
| **Qualification** | Post graduate diploma in vocational training |
| **Experience** | Experience of designing and implementing vocational opportunities programs and initiatives in similar scale organization |
| **Skills** | Ability to network and engage different stakeholdersAbility to design programs in related fieldPlanning & Organizing SkillsExcellent communication skillsNegotiation SkillsUse of MS-Word and ExcelKnowledge of English, Hindi and local language. |