

## **Job Description of career cell mobilizer**

This position is responsible for implementing the skilling Program across Masoom adopted school as well as ELC's. The responsibilities include being part of the career guidance awareness session, student's enrolment, students training follow up /monitoring and reporting of the program.

### **Key Result Areas:**

- 1. Ensure 100% enrolment target assigned as per annual plan**
- 2. Ensure 100% students training / monitoring follow up.**
- 3. Ensure career cell training supported every student get 100% job placement support.**

### **Specific Responsibilities:**

1. Build relationships with the school teachers, Head masters, training institutes trainer and student through constant interaction also assigned for planning & implementation of career cell of Masoom.
2. Be responsible for Implementation of monthly plans for all budgeted activities.
3. Daily supervision of training institute activities/performance by visiting institute.
4. Documentation and reporting with the help of Monitoring & Evaluation tools of Masoom.
5. Be the bridge between the other Program verticals and the students & other stakeholders of career cell vendors for integration of career cell activities.
6. Collaborate with other teams as and when required.
7. Documentation of case studies, best practices for qualitative impact assessment.
8. Responsible for management of work assigned to Volunteers of career cell supported students training.
9. Assist Senior Management of Masoom in organizational plans as and when necessary.

**Educational Qualification:** MSW/BSW/Human Development, Post-graduation in social studies, etc.

### **Skills Required:**

1. Excellent career guidance skill
2. Networking – find out NGO, Partnerships
3. Able to school visit and training centre
4. written and oral communication Skill in Marathi, Hindi and English
5. Ability to engage with daily wage and school drop out areas student.
6. Proficiency in MS-Word, Ms-Excel, power point presentations
7. Knowledge of Qualitative and Quantitative research methodologies.
8. Flexibility
9. Positive thoughts – keen to learn new things.

**Prior Experience:** Prior work experience of atleast 1 - 3 years in skilling in non- profit sector in Mumbai, Maharashtra

Remuneration: As per Industry Standards

Reporting to: career cell manager

Working Hours: 9.15 pm to 6.30 pm & 12:00 pm to 9:00pm (When you doing school visits or institute visit)