

JOB DESCRIPTION

1. Mission & Training Co-Ordinator

Qualification: Masters in Social Work

Experience: Minimum 3 years or more experience in community outreach & engagement. Priority will be given to those candidates with experience in project management.

Skills: Strong communication skills, networking skills, writing skills and ability to manage teams

Area	Responsibilities
Program Coordination & Training Execution	<ul style="list-style-type: none">• Identify capacity needs and plan training calendar• Coordinate with Training Partners & District stakeholders• Deliver training programs to stakeholders• Monitor quality, collect feedback, support evaluations and follow-up coaching
2. Mission Planning & Field Engagement	<ul style="list-style-type: none">• Support field mission planning and execution (visits, surveys, assessments)• Arrange travel logistics and stakeholder meetings• Collect, synthesize field data and inputs• Draft mission reports and contribute to program learning
3. Stakeholder Liaison & Collaboration	<ul style="list-style-type: none">• Maintain regular communication with state governments, departments, and partners• Facilitate coordination meetings and technical consultations• Organize stakeholder workshops and ensure follow-up on agreed actions
4. Monitoring, Evaluation & Reporting	<ul style="list-style-type: none">• Track implementation of trainings and missions against work plans• Help develop M&E tools, dashboards, and metrics• Assist with drafting progress reports (insights, lessons learned, documentation improvement)
5. Knowledge Management & Institutional Learning	<ul style="list-style-type: none">• Manage documentation: training materials, mission data• Support creation of case studies, briefs, and knowledge-sharing products• Capture best practices for future use and dissemination
6. Logistics, Budget & Administrative Support	<ul style="list-style-type: none">• Assist with budgeting, and financial tracking• Coordinate vendor contracts, payments, travel reimbursements• Ensure administrative timelines and documentation are up to date

[Summary - This role involves designing, delivering, and evaluating training programs; planning mission activities and field engagements; facilitating stakeholder coordination; overseeing monitoring, evaluation, and reporting; managing organizational knowledge and learning; and handling all necessary logistics, budgeting, and administrative tasks.]

JOB DESCRIPTION

2. Mobiliser / IEC (Information, Education & Communication)

Qualification: Graduate/Postgraduate in Mass Communication, Social Work, Public Relations.

Experience: Minimum 3 years in community outreach, mobilization, or awareness campaigns.

Skills: Strong communication, content writing, digital skills, empathy for the community, and inclusive outreach abilities.

Area	Responsibilities
IEC & Outreach	Run public campaigns, create IEC materials, and hold community sessions to spread awareness.
Mobilization	Conduct awareness drives, provide guidance to candidates, and assist with online portal registrations.
Monitoring & Data	Track candidate progress, assess outcomes, and update information on the portal, maintenance of a robust account on social media.
Follow-up Support	Assist with job placements and provide guidance on financial schemes available.

[Summary - Bridging the gap between education, training, and employment by **actively engaging** with the community, **supporting** candidates throughout their journey, and ensuring the successful **implementation** of the mission's objectives.]

JOB DESCRIPTION

3. Convergence and Credit Associate

Qualification: Graduate/Postgraduate in Commerce, Economics, or Business Administration.

Experience: 3 years in banking, financial linkage programs, or government scheme convergence.

Skills: Understanding of credit systems, documentation, coordination with stakeholders.

Area	Responsibilities
Convergence Coordination	Bring together training, finance, and skill loans (CMMFI) across stakeholders and government agencies.
Credit Facilitation	Help individuals get skill loans (like CMMFI): support documentation, follow-up, and work with banks.
Field Implementation	Visit districts whenever necessary, assist beneficiaries in person, collect feedback, and ensure processes are being followed.
Data & Reporting	Track utilization of funds, entrepreneurs' incubation and update dashboards.
Stakeholder Liaison	Coordinate with financial institutions, training providers, district teams, and incubators.

[Summary - **integrates** training, finance, and insurance schemes/skill loans (CMMFI) across partners and government agencies, **facilitates** access to micro-loans, assists with documentation, **coordinates** with banks, ensures seamless implementation through district visits and beneficiary support, **tracks** financial utilization, **monitors** credit-to-entrepreneur conversion, and **maintain** stakeholder coordination to align efforts across departments/agencies]

JOB DESCRIPTION

4. Entrepreneurship Development Counsellor

Qualification: BBA/MBA (preferably in Entrepreneurship) / Postgraduate in Development Studies, Economics, or related fields.

Experience: 2–3 years in entrepreneurship promotion, startup incubation, or training.

Skills: Business planning, high communication skills, mentoring, digital literacy.

Area	Responsibilities
Counseling & Guidance	Check readiness and mentor individuals on business planning and feasibility
Training & Incubation	Deliver MSME-supported workshops and help connect participants to incubators
Finance Linkage	Help clients access subsidized financing like CMMFI and others.
Market Support	Help build connections between entrepreneurs and local buyers or markets
Monitoring & Reporting	Follow enterprise progress, assess results, and share clear performance insights
Community Outreach	Spread awareness about entrepreneurship in both rural and urban areas

[Summary - **empowers** youth by providing guidance on business planning, **facilitating** access to training and incubation support, connecting clients to subsidized financing options like CMMFI and others, **assisting** in building market linkages, tracking enterprise progress, and promoting entrepreneurship awareness in both rural and urban areas.]

JOB DESCRIPTION

5. Monitoring, Evaluation, Placement & Grievance Redressal Associate

Qualification: Graduate/Postgraduate in Statistics, Economics, Public Administration, or Development Studies.

Experience: 2–3 years in M&E, data analysis, MIS systems, grievance redressal preferably in the development/skill sector.

Skills: Data management, report writing, problem-solving, familiarity with digital tracking tools.

Area	Responsibilities
Monitoring & Evaluation	Set up systems; track & monitor progress
Data & Reporting	Keep info updated in dashboards and prepare clear, useful reports.
Placement Tracking	Follow up with trainees to confirm placements or business ventures after training.
Grievance Redressal	Resolve complaints & issues to maintain transparency and timely closure of grievances.
Stakeholder Coordination	Work with stakeholders, committees, and tech teams to ensure everyone follows procedures.

[Summary - setting up monitoring systems to track program performance, maintaining data dashboards, following up with trainees to confirm employment or entrepreneurship outcomes, managing beneficiary complaints through a structured grievance redressal mechanism, and coordinating with stakeholders to ensure compliance and smooth implementation of processes.]