



Job Description

Soft Skills Trainer, UCIT Programme

Location: North Delhi

Reports to: Sr. Manager, IT Programme

Section 1 | About Udayan Care

Udayan Care, a Public Charitable Trust has been working for the quality care of disadvantaged children and women and youth for over 23 years, with the endeavor of providing sustainable rehabilitation. The mission of "A nurturing home for every orphaned child; an opportunity for higher education for every girl and for every adult; the dignity of self-reliance and the desire to give back to society." is what drives its 100 employees and close to 800 volunteers to action.

Udayan Care has been accredited by Give India, Guidestar and Credibility Alliance, for its transparent and credible performance. In 2015, the Honourable President of India awarded Udayan Care the National Award for Child Welfare 2014—India's highest commendation for a non-profit child welfare organisation constituted by the Government of India for its efforts to bring smile in the life of young children.

Section 2 | About Information Technology Programme

Present era is an era of Information Technology (IT) and Udayan Care does recognize the importance of the IT skill-set and soft skills in the technology-driven world. We planted our roots in the IT field in 2004 and have been growing at a consistent pace since then. We currently have 10 centres in 3 states and our IT centres have equipped over 11200 students in Delhi and NCR. Please visit: www.udayancare.org

The role of Soft Skills Trainer is critical to the success of Udayan Care's initiatives. This is an opportunity for a highly-motivated individual to play an important role as a trainer. The candidate should have pleasing personality having excellent communication and interpersonal skills. Should have passion for training and ability to connect with the students.

Section 3 | Key Responsibilities

Over All

- Facilitates day-to-day classes to assist students in gaining knowledge and soft-skills needed to secure employment
- Conducts classes in an atmosphere that promotes caring and respect in accordance with the Mission and Vision of Udayan Care
- Plans, organizes, and administers the prescribed curriculum with the support of the IT Programme Coordinator

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- Prepares written weekly reports to Head of the Programme
- Demonstrates understanding of Employability skills, teaching materials, and procedures with understanding of various teaching methods.
- Maintains close communication with IT Programme Coordinator and Head of the Programme of Udayan Care
- Instructs clients in job seeking, application procedures; resume writing, interview preparation and job retention skills and attitudes
- Provides job search/career information workshops and presentations as needed
- Facilitates career counseling, evaluation, skills training, job readiness training and other activities related to employment.
- Ensures the delivery of services which are reflective of an Independent Living, self sufficiency and empowerment.
- Maintain necessary documentation for the centre records, billing and organizing programme activities

Additional Responsibilities

- Carry out any additional duties and projects assigned by the Program Manager/ Programme Coordinator.

Section 4 | Experience and Qualifications

Experience

- Around 1-2 years of work experience in education, teaching or training.
- Prior experience in leading NGO programme will be preferred
- Zeal to work in the community.

Educational Qualifications

- Graduate/Post graduate – any specialization

How to Apply:

Please Download the Job Application form from our website www.udayancare.org fill it and send to jobs@udayancare.org with your updated C.V.

Contact Person: Sarika (HR Officer)

Remuneration: As per industry standards