



Placement Coordinator– UCIT Programme

Location: New Delhi
Reports to: Sr. Manager/
Sr. Coordinator

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 20 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 120 employees and close to 900 volunteers to action.

Udayan Care provides homes to orphaned children while also giving girls financial and development support to continue higher education, and communities to train themselves in vocations, by engaging socially committed individuals, who provide a transformative, nurturing and mentoring environment, to help them realise their full potential.

Section 2 | Purpose of the Role

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 8 centres in 3 states and our IT centres have equipped over 11200 students in Delhi and NCR. Please visit: www.udayancare.org

To serve as an employment Placement Coordinator for our Udayan Care IT Programme Students and help them in their career life advancement

The Placement Coordinator will report to the Head of the UCIT Programme on a regular basis providing updates on the progress of the various activities. Any challenges or problems in relation to completion of the various activities will be highlighted at the earliest opportunity. Discussions will be held as soon as possible if the timescale of the activities needs to be extended.

Section 3 | Key Responsibilities

- Developing a plan for engaging Students to prepare them for jobs on the one hand and for engaging corporate to offer jobs to our students after the training
- Collect information on various livelihood and career /job opportunities available in various sectors and create a database of the same
- Sensitize/educate prospective employers on UCIT Programme with particular focus on likely candidates to be deployed to that specific sector
- Candidate should be able to study or understand students (for screening) and shortlist students as per vacancies and organizing interviews accordingly.
- Follow-up with UCIT Programme Students and employers to ensure successful placement and performance feedback on a regular basis

Section 3 | Key Responsibilities

- Collect feedback from the companies coming for placement, to assist with placement correspondence and telephone enquiries
- Correspond to prospective companies for interview date and schedule of events
- Ensure all youth leadership projects conducting JRT (Job Readiness Training) in the centers.
- Maintain placed students, employers, and existing student's database.
- Coordinate with relevant companies for job opportunities for students.
- Maintain public relations, with BPOs KPOs, and advertisement field.
- Help to centre coordinator for finding eligible youth to enroll in job specific courses, and batch formation.
- Ensure tie up with surrounding NGOs/CBOs for deserving students enrollments in the center.
- Conduct direct sessions to check students grooming.
- Write internal Programme reports on a monthly basis or as requested by the HOD
- The job will involve frequent travelling within NCR and India.

Section 4 | Experience and Qualifications

- Around 6 months to 2 years of work experience in relevant field. Preferably in NGO Sector.
- Good communications skills, networking and relationship building skills to ensure a strong internal & external communications across all stakeholder groups and to build strong relationships with a wide range of individuals in public, private, corporate and non-profit sectors
- Graduate or post graduate in any stream
- Zeal to work in the community