**Position: Placement Officer, AOP**

**Location: UCHO, New Delhi**

**Reports to: AOP Project Lead / A.R.T. Director**

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| **Section 2 | Purpose of the Role** |
| The role holder will play a vital role in ensuring opportunities for AOP youth through job placement (Full time & Part time), internships, trainings and apprenticeships along with involvement of youth in social activities and coordination of all activities as planned under Udayan Care’s AOP. |
| **Section 3 | Key Responsibilities** |
| * To work with aftercare youth on-boarded in the project, and other different stakeholders- such as government, NGOs, CCIs, institutes, employers, companies etc. to ensure deliverables in timely manner * Liaison with institutes for providing admission under free ship or on concessional rates under AOP budget heads and develop partnerships with them for long term support and ensure partnerships for skilling, placement and networking directly of the nature that serves AOP meet its objectives * Sensitize/educate prospective employers on AOP Program with particular focus on likely youth to be deployed to that specific sector. * Facilitate placements in jobs and internships/exposure, traineeship and apprenticeships for AOP youth. * Follow-up with AOP youth and employers to ensure successful placement and performance feedback on a regular basis and develop their career progression in steady jobs * Work with youth and motivate them to contribute atleast 20-30 hours of social work, following giving back to society concept. * Collect information on various livelihood and career /job opportunities available in various sectors and maintain various types of databases related to youth, job / internship needs, employers’, post placement database etc. * Participate in activities organize by the Program / department. * The job role requires frequent travelling within Delhi NCR and other cities where AOP is functional * Assist project lead in taking strategic decisions for each beneficiary   **Any other job or related task as advised by the Managing Trustee/ ED/ A.R.T. Director and Team Lead**  ***Weekend hours shall be required.*** |
| **Section 4 | Experience , Qualifications and Skills** |
| **Experience**  Minimum 2-3 years of work experience in national/multi state level NGO with working experience with youth in their placements, skill building and partnership development being preferable. |
| **Educational Qualifications**  Masters in social work or human development from a recognized discipline |
| **Skills Requirements:**   * Working with vulnerable youth * Good communications skills, networking and relationship building skills * Good team player and self-driven * Good partnership development skills, both client-facing and internal skills * Good working knowledge of Microsoft Office and technology |

**How to Apply:** Please download and fill the Application form and send to [hrd@udayancare.org](mailto:hrd@udayancare.org) along with your updated c.v. Do mention the post you are applying for in the subject line.