

CENTRE INCHARGE/OPERATIONS HEAD POSITION

Background :

PrathamInfotech Foundation and Simplon are partnering together to launch two Digital Inclusion Academy's in Navi Mumbai & Pune. The goal of these two digital academy's is to facilitate the sustainable inclusion of youth who are currently unemployed and are at risk of remaining compromised vis-a-vis the mainstream job market

PrathamInfotech Foundation

Pratham InfoTech Foundation(PIF) is a non-profit organization that works in India to bridge the digital divide, facilitate the adoption of information technologies (IT) in education, and equip disadvantaged youths with skills, tools and capabilities that new global economy demands.

Simplon :

Simplon is a social business, recognised by the French Government as a "Solidarity-Based Enterprise of Social Utility" (agrément ESUS). The mission of Simplon is to use and exploit the full potential of the digital technology as a leverage for inclusion, insertion and employment, to enhance innovation and social integration.

Co-ordinating The Center

In charge of the total overall operational running of the center, (Navi Mumbai/Pune). This includes management of the center in terms of set-up, operational and cleanliness of the facility that includes, rooms, washrooms, outer space, maintenance of digital equipment, stationary, kitchen and catering etc.

Role & Responsibility

Supporting The Hiring and Management of the web/mobile developers and lead trainers& placement officer

- Helps in recruitment of the balance Trainers and leads their management as per the project pedagogy.
- Facilitate the team members integration in the Simplon community, by giving them access to all the resources and ensuring their participation to the Simplon events.
- Conduct regular meetings with the pedagogical team to identify their needs, monitor the progress of the training and share good practices

Sourcing and Management of trainees & the program

- Participate in mobilization and recruiting trainees
- Supervise the training timeline and all the logistical aspects of the center (equipment, premise..)
- Ensure the quality of the training provided, and its compliance with the Simplon pedagogical principles (active and project-based pedagogy, implication of companies...)
- Be involved in assessing the progress of trainees
- Support and coordinate the job placement strategy in collaboration with the pedagogical team (company partnerships, planning of interventions, meetings and workshops, individual

- support in the search for internships and job opportunities)
- Encourage meetings between Simplonians and the developer community (meetups, participation in local events, etc.)
- Monitor and guide the group in its daily activities: learning by teaching activities, workshops, meetings, etc.)
- Participate in enhancing Simplon's training analysis via meetings of the instructor community
- Contribute to supplying the Simplon instructor Github for trainees
- Ensure the administrative and pedagogical follow-up of the promotion (management of training schedule, prevention of dropouts with local social partners)
- Assess the social impact of the training (social impact indicators)
- Ensure communication on the project, both internally and with the operation partners

Corporate Partnerships

- Developing relations with specific corporates to understanding of what kind of a web developer ecosystem they have.
- Getting corporates involved in helping develop the course objectives and helping evolve the description of the skills or job profiles for which the training is being done.
- Seeking inputs from corporates for helping build projects for the training curriculum that mirror live projects. Some corporates may also provide project briefs or case studies for trainees to work on.
- Involve corporates across the training journey by inviting them to take guest lectures in person or on skype.
- Invite corporates to also offer tailored training modules, in other words, participate in the training course. This involvement helps make it possible to contextualise the trainees during the course.
- Invite corporates to help the trainees' professional development by mentorship.
- Develops relations with corporates to seek their support in both the mid-term internship the final placement of the candidates.
- Organise a panel of professionals at the end of the course to assess trainees' mastery of the learning outcomes through a project (the masterpiece project).
- Organize end of training certificates distribution for the trainees.

Required Skills

- At least 5 years of project management in a complex environment and team management
- Project management (management of schedules, management of tight deadlines, coordination of fast-growing teams, etc.)
- Team management
- Good experience in managing partner relations
- Good knowledge of the local ecosystem and the vocational training
- Team spirit (collaboration, communication)
- Autonomy and adaptability
- Relational skills, oral and written communication skills, ability to adapt to a wide variety of audiences