

JOB DESCRIPTION PLACEMENT OFFICER

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

Pratham Infotech 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.

As job placement officer, your role will be to manage these following missions :

Student Recruitment and Communication About the Programme

- Lead student Recruitment Activity & Communication for each batch
- Manage all relationships with Recruitment partners and hold information sessions / open days
- Engage broader ecosystem in and outside of Recruitment to promote the academy and gain continuous traction & communication
- Solicit various media channels to promote the programme (e.g. TV / Radio / Local Newspapers (online & print) – Share learnings and promote collaboration

Cohort Management and Administrative Follow-up:

- Manage all Life & Leadership Skills trainings with our private and corporate partners.
- Organize bi-weekly meetings with all students in the academy for their personal

growth & development; and have overall view on progress and general status of student within broader learning environment

- Support the Head of the Academy & Lead trainers on day-to-day managerial activities and the social impact measurement of the Academy

Job Placement

- Prospect and develop partnerships with potential employers
- Support the trainees in their actions to look for an internship and a job