

Job Title: Program Leader–FG2-Outreach & Recruitment			
Location	Patna/Guwahati/Ranchi/Bhuvaneshwar/Mahasumand	Band/Grade: CTC:	Band 1 CTC will be as per Norms
Department	FG2 -Shared Service	Last date of Apply	
		Degree of Travel required to:	Extensive
Key stakeholders	External		Internal
	● Partners ● Govt & Private Institutions ● NGOs		● All Departments ● Staff ● KF
Reporting structure	Role directly reports to		Positions that report into this role
	● Band 2		NA
Essential Qualifications	● Graduation and above ● Language Preference – Hindi, English & any regional language		
Essential Experience	● Minimum 3 to 5 Years experience in project management, & developing & executing change management initiatives & delivering outcomes ● Having training and large group facilitation background will be preferable ● Minimum 1 Years experience in working with Govt or Private Skill development institutions. ● Having experience in working with Youth/women & large scale resource mobilization ● Having minimum 1 years of experience with working in community ● Having experience in Livelihood domain or gender domain will be preferable		

Essential Skills	Collaboration Communication Documentation Research Technology Integration People Management Stakeholder Management Change Management
Key Roles/Responsibilities: • Execute Recruitment • Manage day to day operation • Rollout Recruitment implementation strategy • Develop basic reports • Develop case studies, impact stories, use cases • Large Group facilitation to Govt stakeholder/Community/Candidates • Implementing Assessment • Ensuring Service delivery by improving functional skills • Ensuring Development of market viable skills in Livelihood Sector • Partnership with local livelihood institution • Partnership with NGOs or Organization in Social Sector • Collaboration with internal departments • Govt Partnership • Design Field visit/work plan to engage with grassroot institutions	