

Position: Zonal Coordinator (North & South zone)

Organization: Piramal Foundation (Samruddhi project)

Locations:

- North Zone – Based in Delhi (NCR, UP, MP, UK, RJ, GJ, BH, HR)
- South Zone – Based in Bangalore (Karnataka, MH, Telangana, TN,)

Contract Duration: 11 Months

Mode: Hybrid (WFH + travel)

Travel Requirement: **Extensive (10–12 days/month), primarily intercity travel within the assigned zone.**

About the Role

We are seeking dynamic Zonal Coordinators to lead our skilling program for women across two zones. Each Zonal Coordinator will manage approximately 7–8 training centres across various cities in their zone and will be responsible for end-to-end program execution from mobilization to placement. Enabling women /girls from underserved communities to build career in sales roles within NBFCs.

Key Responsibilities**1. Pre-Training Phase (Outreach, Mobilization & Recruitment, centre setup, onboarding and documentation)**

- Identify and onboard local outreach partners (NGOs, colleges, CBOs, training institutes, govt. institutions, skill centres).
- Lead women-focused outreach campaigns independently and with partners.
- Conduct socio-economic research on the assigned zone, including migration trends and data collection on prominent local stakeholders (mobilization, outreach, L&D).
- Collect and manage applications from eligible and interested women.
- Execute data-driven outreach strategies and maintain accurate outreach databases.
- Lead or support the selection process of candidates for the apprenticeship program.
- Identify and set up 7–8 training centres in the zone for 3–4-month programs.
- Ensure all centres are equipped with basic infrastructure: seating, training tools, utilities, hygiene, safety, and security.
- Coordinate with Third Party Aggregators (TPAs) for smooth onboarding, MIS and documentation of apprentices.
- Support centralized or decentralized induction programs.

2. During Training Phase (Centre Support, Stakeholder Coordination, Retention and Dropout Management)

- Visit training centres monthly or as required to support centre leads in curriculum delivery
- Provide support to centre leads in curriculum facilitation as needed.
- Facilitate counselling and group discussions in collaboration with centre leads. Collaborate with centre leads to address any specific issues related to apprentices at the branch or at the centres.
- Collaborate with partners and organize sessions on driving, soft skills, financial literacy, and guest sessions.

- Build and maintain relationships with NBFC branches for On-the-Job Training (OJT) alignment.
- Address workplace-related concerns such as culture, safety, or logistics of apprentices during on-the-job training and classroom training
- Implement strategies to ensure maximum retention and zero dropouts.
- Conduct exit interviews and implement corrective actions to minimize attrition.

3. Post-Training Phase (Employer Engagement, Documentation & Success Stories)

- Identify job opportunities within BFSI, NBFCs, and aligned sectors.
- Connect apprentices with placement partners, including NBFCs and other local employers.
- Track placements and provide post-placement support.
- Document apprentice journeys, personal transformations, and stories of overcoming challenges.

4. Reporting & Data Management

- Maintain zone-specific dashboards and submit reports on outreach, recruitment, training, and placement (when required)
- Share data-driven insights and improvement suggestions with the program team.

Key Deliverables

- Outreach strategy, mobilization calendar, and partner database
- Mobilization and 10X applications against location target.
- Selection of targeted apprentices of each location in the zone.
- Setup of training centres in assigned locations
- Apprentice onboarding, MIS and induction completion
- Placement tracking and employer engagement records

Qualification & Experience

- Degree in Social Work, Social Sciences, or related field
- Minimum 5 years of experience in mobilization, outreach for the skilling programs
- Deep understanding of skill development, apprenticeship program and women empowerment.
- Proven experience in managing multi-location field programs
- Strong zonal awareness (language, geography, socio-cultural context)
- Open for frequent travel at short notice
- Experience with NBFC/BFSI skilling or CSR programs

Core Competencies

- Execution Ownership – Accountability for driving results in diverse geographies
 - Community Engagement – Effective networking in Tier 2/3 towns and rural communities
 - Problem Solving – Field-based issue resolution and apprentice's support
 - Facilitation Support – Active involvement in training sessions and workshops
 - Stakeholder Collaboration – Managing partnerships with NGOs, training centres, TPAs, and employers
 - Data-Driven Thinking – Using data for performance improvement and planning
 - People Management – Give feedback and coach centre leads for project delivery
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Compensation

- Based on experience and interview performance
 - Travel reimbursement as per actuals
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