FACULTY: SOFT SKILLS

About Anudip Foundation
Anudip is leading non-profit social enterprise (a Section 8 company) that has been empowering tens of thousands of young people from difficult backgrounds, by training them in professional skills since 2007 through its network of new-age training centers spread across India and helping them get their first job through its focused student placement initiatives. Anudip creates aspirational livelihoods through digital inclusion and technology driven programs for career aspirants in emerging economies. **Quick Facts** ● 10+ years of social impact; 90,000+ youth trained ● Operates 100+ skill & career development centers across 10 Indian states, where over 15,000 + youth get trained in job oriented programs every year; 400+ employees ● 300+ Partners and Funders: Accenture,Google, HSBC, Microsoft, CISCO, Tata Group, Cognizant, Capgemini, ITC, ● 75% consistent placement records ● Employers: TCS, TechMahindra, BATA, PayTM, Wipro, Spencers, Pantaloons, Flipkart, Subway, Kotak, Lifestyle, ● Honours include NASSCOM Social Innovation Honors and Case Study in Harvard Business School

Job Details	
Job Title	**Faculty – Soft Skills**
Grade/Level	**Executive / Senior Executive**
Function/Department	**Training**
Job Location	
Reporting Manager	**Center Head**
Salary and Emoluments	**Salary Range:** INR 15,000-20,000 per month **Bonus & Incentive:** Performance Linked Variable Pay **Benefits:** PF, Mediclaim

Role Requirements	
Roles and Responsibilities	1. Impart Training on communication, intercultural or interpersonal skills, workplace readiness, behavioural and personality development etc. 2. Teach 2-3 batch sizes of 15-20 students/batch per day and impart training/learning as per prescribed curriculum & teaching guidelines 3. Assess and evaluate students for their proficiency, comprehension ,familiarity with the course/subject, job-readiness 4. Lead, Support & Facilitate Student selection & enrollment and placement efforts along with other center personnels ; Do Student Counselling 5. Provide, publish MIS, reports, insights as per requirement

Qualification	1. Post Graduate / Graduate in any stream 2. Relevant Training Certification in Soft Skills
Experience	1. 1+ Years of Experience as Faculty or Trainer 2. Relevant Industry Experience (1-3 years), aspiring for a career in Teaching can apply 3. Fresh Graduates can also apply
Skills and Competencies	4. Strong verbal and written Communication Skills 5. Strong Interpersonal skills; Should demonstrate patience & perseverance 6. Should have good knowledge and practical experience in the area of soft skill training/personality development 7. Should be able to mentor, coach and counsel students 8. Must have the Liking for Teaching as a Career ; 9. Prior experience as a faculty/ trainer / Instructor is highly desirable but not a must
Key Performance Measures	1. Student Enrollment for the course/batch 2. Student Placement for the course/batch

Contact Details	
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