

Job Description for :
Senior Programme Officer-Skill Development & Livelihoods

Please note: We are an inclusive organization and encourage applications from people of diverse backgrounds

Vacancy released By	HCLFoundation
Vacancy Code	HCLF/JD/SDL/18042024
Date of Posting	April 18, 2024
Last date to Apply	May 15, 2024
Location	Noida, Uttar Pradesh

About HCLFoundation

HCLFoundation delivers the corporate social responsibility agenda of HCLTech in India through its flagship programs and special initiatives. As a not-for-profit organization, it strives to contribute towards national and international development goals, bringing about positive impact in the lives of people through long-term sustainable programs.

HCLFoundation aims to alleviate poverty and achieve inclusive growth and development through life cycle-based, integrated community development approach that focuses on Education, Health, Skill Development and Livelihood, Environment, and Disaster Risk Reduction and Response. At present, it is implementing five flagship programs, Samuday and HCLTech Grant (Rural Development); Uday and My Clean City (Urban Development); Harit - (Environment Action) and 4 special initiatives - Power of One, Sports for Change, Academy and My E-Haat.

For more details, please visit our website – <https://www.hclfoundation.org>

Vision

To be the source code for sustainable socio-economic and environmental development.

Mission

Nurture clean, green and healthy communities where everyone is empowered and equipped to reach their full potential in partnership with its employees, communities and stakeholders,

HCLFoundation

while promoting volunteerism and establishing international standards of strategic planning, implementation and measuring impact.

Links

HCLFoundation: <https://youtu.be/EkxVM856rHk> Uday:

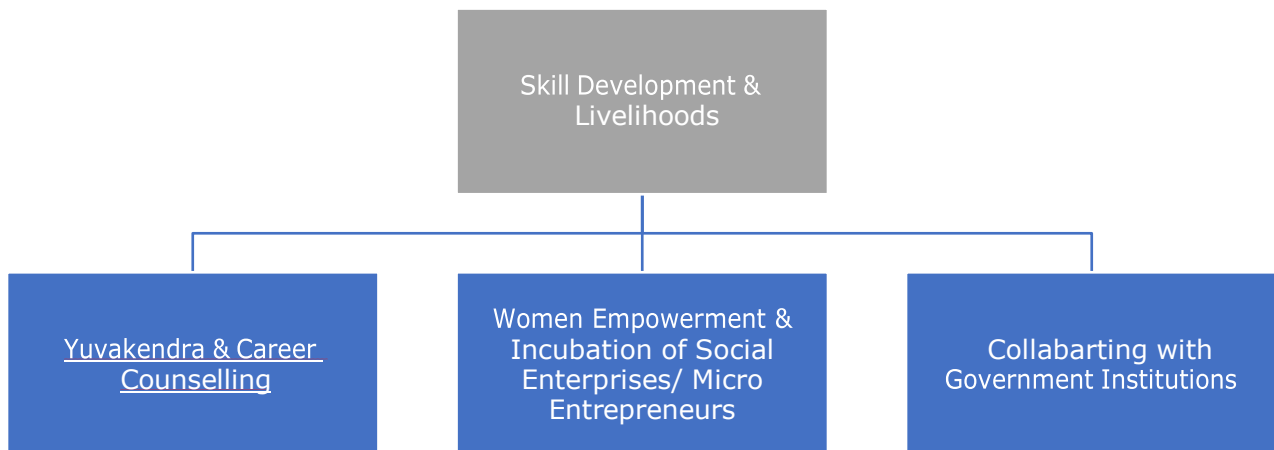
<https://youtu.be/eMRYLnEun4s>

Uday by HCLFoundation

UdaybyHCLFoundation, success, drawn from the 'convergence' model where NGOs, duty bearers, communities and HCLFoundation come together and work towards integrated community development. This programme is now in scaling up phase in all cities, where HCL has a presence.

India has the world's largest youth population, with 354.4 million people aged between 15 and 29 years (India Labor Market Update, 2016, International Labor Organization - ILO). Despite the economic growth and an increase in general education levels, youth unemployment is a growing challenge, especially among the urban educated youth. Many families/ youth migrating from the rural areas end up living in slum areas (low-income housing) and youth from these households lack access to the resources and opportunities to make a foray into formal sector employment.

The goal of **"Skill Development & Livelihoods"** portfolio is to empower youth so that they are able to break the cycle of poverty and lead a life of dignity. The portfolio is further bifurcated in the following three sub-themes-



Skill Development & Livelihood Framework

Skill Development & Livelihoods Thematic Objectives

- **Yuvakendras & Career Counselling:** Skill Development Centers help in reducing the gap between demand and supply of skilled work force by providing training in skill development and skill upgradation. The Yuvakendras enhance the vocational skills of youth, by imparting placement-linked and market-oriented skill training with suitable wage/ self-employment opportunities. Providing quality career guidance to School/ College students coupled with technical training to open their horizon to various career choices and make them placement ready.
- **Women Empowerment & Incubation of Social Enterprises/ Micro Entrepreneurs:** Marginalized sections have a strong desire and capability to break the cycle of poverty. Social mobilization, building institutions and providing alternative income generation opportunities are critical. Facilitation of knowledge, handholding, skill building, access to credit, access to forward and backward market linkages, awareness of rights and entitlements and access to livelihood services stimulate this upward mobility. Facilitating, handholding and nurturing young women and men. Undertaking capacity building, providing seed money and working closely to bring about long term sustainable solutions.
- **Collaborating with Government Institutions:** Information deficit among school and college goers is common and is further magnified in Government institutional setup. This information asymmetry hinders them from effectively participating in the workforce. Providing career guidance and counselling to students of public schools will prove to be critical for their progress and development. Similarly, strengthening of Government institutions in the vocational space is also the need of the hour. The focus will be on providing resources to existing Government Industrial Training Institutes (ITIs), Polytechnics and Government Institutions which will revamp quality education and improved learning experience.

Position: Senior Program Officer – Skill Development & Livelihoods

Under the leadership of the Director, HCLFoundation, the assigned personnel will be responsible for planning, strategizing and monitoring of various projects related to Skill Development & Livelihoods theme under HCLFoundation's urban flagship Programme – 'Uday by HCLFoundation' across locations. The incumbent will be responsible for coordinating and implementation of projects and provide technical inputs in developing, reviewing and adding value to the strategies.

The position will be responsible for:

- Strategy: Structuring livelihood projects of HCLFoundation centred around job-orientated skill development, self-employment and entrepreneurship in accordance with the established HCL Uday's Livelihood Framework, and in alignment with National/ State Government policy guidelines and UN SDGs.
- Identification of new, innovative and relevant trades and industries for the skilling programs across locations.
- Grant Management: Ensuring effective execution of project activities by closely working with NGO partners both on programmatic as well as financial fronts.
- Regular monitoring and field visit of project sites under Skill Development & Livelihood theme in select HCL Uday cities.
- Setup clear mechanisms for beneficiary follow-up and documentation of the same.
- Manage and plan effective use of resources in order to comply with the audit requirements.
- Effective engagement of HCL employees across Skill Development & Livelihood projects through creative and engaging strategies (employee volunteering).
- Networking with the concerned local and Government authorities and ensuring that the projects are in sync with the larger policy framework so as to leverage their support.
- Maintaining database of NGOs across UdaybyHCLFoundation project areas and exploring synergies with relevant stakeholders (prospective NGO partners, State/ National Government departments/ agencies, Academic Institutions etc.).
- Skilled in documentation and handling the partner organization for effective implementation through convergence mechanism and strategies impact based models with partners.
- Research and identify potential donors and funding sources
- Develop and implement fundraising strategies/ fundraising pitch deck to raise funds for the organization
- Build and maintain strong relationships with donors, sponsors, and funding agencies
- Write grant proposals and manage the grant application process
- Networking with potential donors
- Collaborate with other team members to ensure the success of fundraising efforts
- Stay up-to-date with fundraising trends and best practices

Attributes and experience:

- 4-6 years of experience in development sector and willingness to work in the field of Skill Development & Livelihood. Candidate having prior experience is highly desirable.

HCLFoundation

- Management & organizational skills: well organized and able to coordinate a wide range of concurrent activities, prioritizing workload effectively to meet deadlines. Self- motivation to act independently and also to work collaboratively in a team.

HCLFoundation

- Communication skills: ability to network well and collaborate/ liaise with other stakeholders including District Administration and other agencies. Flexibility and adaptability to respond to changing circumstances.
- Computer Literacy: High proficiency in Microsoft Office (especially Word, Excel, PowerPoint and Outlook). Familiarity in any Statistical Package is desirable.
- Ability to comprehend large data-sets in relational databases.
- Fluency in English and Hindi.

Qualifications and Skills:

- Master's degree in Social Sciences/ Development Studies/ Public Policy/ Management or related field. Master/ Post Graduation is highly desirable.
- Excellent management and organizational skills along with strong quantitative skills.
- Flexible, self-motivating, able to manage multiple tasks efficiently, and team player.
- Ability to deal with unstructured and changing environments.
- Excellent verbal and written communication skills.

Remuneration: Salary commensurate with experience. **How to**

apply:

Please submit your CV with a Cover Letter, justifying your suitability for the role.

Please send your application to gaurav.majumdar@hcl.com and anshu_joshi@hcl.com.

Last date of submission of completed application is 15th May, 2024. Kindly note that only shortlisted candidates will be contacted.

HCLFoundation is an Equal Opportunity Employer and promotes a culture of inclusivity. We would prefer females, people with disabilities, people with different gender identities with equal expertise over other applications. People with all orientations and identities are encouraged to apply.