

Society for Employment generation and Enterprise Development in AP (SEEDAP)

Details for the advertisement issued inviting resumes from the eligible and candidates

S.No	Position	Qualification and Experience required	Job Chart
1	Trainer - All Sectors	<ul style="list-style-type: none">▪ Post Graduate▪ Minimum 1 year experience in conducting skill development trainings▪ Flexible to work with unemployed youth▪ Flexible to work long and unpredictable hours▪ Proficiency in MS-Office▪ Industry back ground will be an added advantage	<ul style="list-style-type: none">➤ Will be based at the training centers established at Districts➤ Reporting to District Manager➤ Responsible to achieve the assigned targets➤ Counseling the youth➤ Conducting sector/domain specific training➤ Connecting with potential employers to map trained youth with available opportunities➤ Tracking and updating trained youth data➤ Maintaining required reports
2	Manager	<ul style="list-style-type: none">▪ Post Graduate▪ Minimum 3-5 years experience in Skill development sector▪ Work experience in Govt sector will be an added advantage▪ Flexible to work with unemployed youth▪ Flexible to work long and unpredictable hours▪ Passionate to work in development sector▪ Ability to lead team towards achieving targets▪ Experience in project management, project budgeting and networking▪ Proficiency in MS-Office▪ Good oral and written communication in English & Telugu	<ul style="list-style-type: none">➤ Will be responsible for implementation of the program➤ Achievement of targets / tasks assigned➤ Documentation and maintaining MIS data base➤ Timely submission of reports➤ Identification of potential employers➤ Implementing and mentoring partnerships to achieve the assigned responsibilities➤ Channelizing the opportunities to the youth