

Job ID: 258327



## Placement Officer

Integrated Development Foundation (IDF)

Location: Muzaffarpur, Bihar

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📅 Apply by: 12 Feb 2025

### Relevant Sectors

Agriculture, Livelihoods, Microfinance, Rural, Urban

Capacity Building, Training, Advocacy

Social, Gender, Education, Youth, Child

### Placement Officer, Muzaffarpur location

Integrated Development Foundation (IDF), a professionally managed development organization, has been working in the states of Bihar & Jharkhand for the last two and a half decades. IDF interventions focuses on the empowerment of the marginalized communities and encompasses work related to Livelihood Protection & Enhancement, Agriculture, Adolescent issues, Water & Sanitation, Health & Nutrition, Child Care, protection & development, DRR, Quality Education and Women Empowerment. For more information about IDF visit [www.idfngo.org](http://www.idfngo.org)

IDF is looking for a qualified and competent person for the position of **Placement Officer** who have natural flair to integrate with our core values and collaborate/customize with the community needs. The Placement Officer will be responsible for overseeing the placement and professional

development of beneficiaries getting trained under the project. She/He will be responsible for managing the project's overall outcome on safe migration and placements of target women beneficiaries. She/He must have competencies to convey information and ideas through a variety of media to individuals or groups in a manner that engages the audience and helps them understand and retain the message. Able to develop plans and support the development of an individual's skills and abilities so that they can fulfil their current and future job/role responsibilities more effectively.

**Remuneration / Salary**

CTC Rs. **40000/-** pm (depending on the competency of the candidates')

**Key Responsibilities**

- Identify, network, engage and establish partnerships with potential state/national corporate/industry/related partners for employment/placements opportunities, and enterprise development for women.
- Create pipelines and keep track of employer networks and provide support to grow future opportunities; create employer dashboards for leadership on a regular basis.
- Conduct due diligence process for employment partners/skill-building agencies
- Conduct aspiration mapping, make an assessment for skill gaps in each beneficiary, document the same and work with the project team to address the same successfully.
- Prepare candidates for interviews by conducting counselling sessions, job-related orientation and mock interviews.
- Document collection and manage case profiles of all beneficiaries and provide necessary information for overall reporting purposes and ensure that necessary data is documented in the MIS systems, and support in other MEL tools and processes.
- Produce and submit monthly reports on project activities as required and maintain program documentation as required.
- Conduct regular follow-ups with women post-placement to assess their integration, well-being, and job satisfaction as per SoP.
- Address any challenges participants face in their workplaces, including workplace adaptation, skill gaps, or interpersonal issues.
- Provide individualized counselling, coaching, or training to support participants in overcoming job-related obstacles.
- Track retention data, including job retention, turnover rates, and participant growth.
- Prepare regular reports on post-placement outcomes and retention metrics for MIS.
- Escalate with supervisor/senior management if any mediation is required to resolve any disputes between women and employers when needed, promoting positive resolutions.
- Identify upskilling opportunities for women to advance in their careers, such as promotions or transitions to more stable roles.

- Facilitate safe migration of women when relocating for employment to other cities, provide end-to-end support aligning with SoP.
- Engage government agencies, NGOs, or industry/employers for additional retention and placement opportunities.

**Eligibility and Qualifications:**

Graduate in any field, preferred social sciences or management or a related field. Required candidates with 3-5 years of experience in pre-placement, placement, and post-placement counselling to beneficiaries from diverse communities and an understanding of the safe migration of beneficiaries to the job site. Must be multitasking, on occasions under stress, and meeting deadlines. Should be open to travel to project sites and candidates owning two-wheelers would be preferred.

Interested candidates can send a Cover Letter and their detailed CV (must contain, present & permanent address, DOB, work experience, sectoral expertise and recent personal status) to the Email ID: [idfapply@gmail.com](mailto:idfapply@gmail.com) Please mention your "Name and Place (from you belongs to) along with position applied for Placement Officer/WFD" in the Subject matter of your email. (like: Mohan Kumar from Sheohar, Placement Officer\_ Muzaffarpur)

Job Email ID:

[idfapply\(at\)gmail.com](mailto:idfapply(at)gmail.com)


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