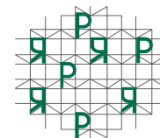


## Job Announcement Form

### Professional Assistance for Development Action (PRADAN)

Title of position offered	Employment Facilitator
Number of Vacancies	1
Roles and Responsibilities:	<ul style="list-style-type: none"> <li>▪ Build linkages with diverse stakeholders to sensitize them about the Youth Skilling Program.</li> <li>▪ Support district teams in establishing placement and vocational training linkages.</li> <li>▪ Organize district-level job drives by mobilizing potential employers and HR agencies.</li> <li>▪ Design and deliver capacity-building programs on skilling and job readiness.</li> <li>▪ Develop strategies for achieving placement targets of 5 districts in coordination with the central team.</li> <li>▪ Identify and onboard different job opportunities for young women within Odisha through visiting different companies, HR Agencies and related stakeholders across Odisha.</li> <li>▪ Intensify efforts to secure placements across diversified job roles within Odisha.</li> <li>▪ Accompany candidates during job joining and vocational training placements, both within and outside Odisha, as needed.</li> <li>▪ Maintain regular contact with candidates in training, those placed in jobs, training institutes, and employers to ensure sustained engagement.</li> <li>▪ Create and maintain a database of job opportunities, updating real-time information in coordination with district teams.</li> <li>▪ Support candidate tracking, post-placement support, and helpdesk systems</li> <li>▪ Ensure effective MIS, reporting, documentation, and convergence with government programs</li> <li>▪ Undertake any other assignment as assigned by the project team</li> </ul>
Eligibility criteria	<p><b>Qualifications and Experience:</b></p> <ul style="list-style-type: none"> <li>• Postgraduate degree in <b>Rural Management, MBA, Development Studies, Economics, or related fields.</b></li> <li>• <b>2 years of experience</b> in employment promotion, skill development, or rural livelihoods development initiatives.</li> </ul>
Skills and Competencies	<p><b>Required Skills and Competencies:</b></p> <ul style="list-style-type: none"> <li>• Strong understanding of rural employment ecosystems and formal employment market dynamics, particularly for rural women</li> <li>• Strong facilitation and coordination skills</li> <li>• Ability to effectively engage with multi-stakeholders.</li> </ul>



	<ul style="list-style-type: none"><li>• Proficiency in Odia speaking and frequent mobility.</li></ul> <b>Desired Skills and Competencies:</b> <ul style="list-style-type: none"><li>• Experience working on skill, employment and placement related position are preferred.</li></ul>
Place of posting/Location	Bhubaneswar, Odisha ( <b>with travel across the state</b> )
Proposed Salary range	INR 35,000 – 40,000/- monthly CTC based on qualification and experience (as per PRADAN pay structure)
Nature of job	1-year fixed term contract and extendable based on performance and project duration
Last date of Application	1 <sup>st</sup> May 2026
Preference	This position requires extensive travel across the state. Preference will be given to candidates who are willing and able to undertake frequent travel.
Apply for the position through the link provided.	<a href="https://forms.gle/vhMm3c6cU17JXCYT7">https://forms.gle/vhMm3c6cU17JXCYT7</a>

Signature of the Team Coordinator:

Name: Jagat Jyoti Barik

Date: 21<sup>st</sup> April, 2026

Place: Bhubaneswar