

<b>JOB DESCRIPTION</b>			
<b>JOB DETAILS</b>			
<b>Job Title</b>	<b>Executive Counselling &amp; Content</b>		
<b>Function</b>	Capability Building	<b>Location</b>	Noida
<b>Direct Reporting to:</b>	Director – Training & Development	<b>Matrix Reporting to:</b>	
<b>Staff Supervised</b>	<b>Direct Reports:</b> NA	<b>Matrix Reports:</b>	<b>NA</b>
<b>Job Titles of Direct Reports</b>	Trainers & Recruiters		
<p>Vision India is a Business Conglomerate having three evolved business verticals - Staffing, Skilling &amp; Advisory Services. With a 32000 associate base and 105+ Indian, MNC and Government of India/ State(s) entities proudly listed in our clientele, we offer an assurance of our proven credentials &amp; differentiated service propositions across all the lines of our business to the clients across the country, APAC, Europe &amp; Americas. We adorn ISO 9001, ISO 21001:2018, ISO 10002, ISO 14001, ISO/ IEC 20000, ISO 27001, ISO 26000 and OHSAS 18001 Certifications and sustain unwavering focus on delivering quality services to our Clients enabling them to achieve Business Goals with cost efficacy. It has recording consistent growth in the topline over the last years &amp; stands proudly at INR 150 Crores for the year 2021-22, registering a 21% CAGR. It is poised for a much sharper top line growth in the forthcoming years riding on the projects commissioned in the last year besides the strong fundamentals on Staffing, Skilling &amp; Advisory businesses.</p>			
<b>I. JOB PURPOSE</b>			
<p>The role holder will be responsible to contribute to Counselling the 1<sup>st</sup> time Job Seekers by playing a key role in implementation of Skilling &amp; Employment strategy and best practice guidelines, as well as supporting critical change programs. Also create the best of class content for Skilling and Employment. The role incumbent would be deft in a start-up like environment and brings to fore, a strong challenger mind-set with proven abilities to influence peers across the eco-system and deliver a higher quality quantity mix for Talent Counselling &amp; Content Development.</p>			
<b>II. KEY RESPONSIBILITIES</b>			
<b>Counselling:</b>			
<ul style="list-style-type: none"> <li>• Develop and implement an all-encompassing job oriented training and counseling plan with modern methods of Skilling, Training and mentoring both online &amp; Class room</li> <li>• Conduct group or individual counseling sessions to assist 1<sup>st</sup> time Job Seekers with problems or concerns</li> <li>• Assess 1st time Job Seekers' attributes (Knowledge, skills, abilities and other characteristics) and help them realize their strengths</li> <li>• Evaluate the progress of 1<sup>st</sup> time Job Seekers and reinforce the sense of accomplishment</li> <li>• Complete related assessments and tests, analyze results and provide feedback</li> <li>• Prepare and present reviews on progress</li> </ul>			
<b>Content</b>			
<ul style="list-style-type: none"> <li>• Standardize the training content while align with National Skill Qualification Framework as well as industry requirements</li> <li>• Research and write long-form content on various relevant topics</li> <li>• QC content to ensure it is free of grammatical or factual errors and follows all brand guidelines for consistency.</li> <li>• Prepare reports on project performance</li> <li>• Come up with process improvement initiatives and implement them</li> </ul>			
<b>V. QUALIFICATIONS, CERTIFICATIONS AND EXPERIENCE</b>			
<b>Minimum Qualifications</b>	Master in Psychology		

To know more about **Vision India**, visit us at [www.vispl.co.in](http://www.vispl.co.in); [www.justjob.co.in](http://www.justjob.co.in)