

Job Title	City Coordinator	Reporting to	Manager – Operations
Department	Operations	Contract	10 Months Fixed-Term Contract (renewable)

JOB OVERVIEW

Organization is looking for City Coordinators to support the on-ground delivery of a multi-city skilling programme run in partnership with government training institutions — Industrial Training Institutes (ITIs) and Higher Education Institutions (HEIs) — and a consortium partner.

This is a hands-on, multi-purpose field role. It centres on coordinating delivery, supporting placements, and keeping a close eye on quality and data across the institutions in your city.

Learners are enrolled through these partner institutions, so the role is not about sourcing or mobilising learners.

The emphasis shifts across the project cycle — heavier on setup and coordination in the early phase, on delivery support through the training window, and on placement execution in the second half.

You'll work closely with partner institutions, their placement cells, and GIF's operations, placement, and quality teams, under the guidance of the Manager – Operations.

ROLES & RESPONSIBILITIES

1. Operations & Institution Coordination

You are GIF's person on the ground for the institutions in your city — keeping delivery on track and relationships strong.

- Act as GIF's day-to-day point of contact for the partner institutions assigned to you.
- Support centre and lab readiness, batch setup, and the smooth start of each cohort.
- Conduct regular institution visits to track delivery progress and resolve day-to-day issues.
- Coordinate on the ground with the consortium partner and institution teams.
- Build and maintain strong working relationships with institution staff.

2. Placement Execution Support

Helping the institutions and our Business Development team turn training into jobs.

- Work with institution placement cells to plan and run placement activity, helping them take an active role.
- Coordinate placement drives, interview scheduling, and the collation of learner profiles.
- Circulate vacancies to the respective ITI/HEI placement cell within 24 hours of receiving the vacancy brief from the Business Development (BD) team.
- Support interview-readiness logistics for graduating learners.
- Share consolidated, formatted learner profiles with the BD team at least 5 working days before the scheduled interview date.
- Track outcomes through the funnel — interviews, offers, joining, and retention — and keep placement data current.
- Support the Business Development and Industry Engagement teams during local employer interactions and drives.

3. Quality & Methodology Adherence

Keeping an eye on delivery and helping maintain Generation's standards, using the methodology and tools we provide.

- Support trainer and batch readiness ahead of each cohort.
- Flag any deviations from Generation's delivery standards, session plans, and learning approach (technical, behavioural, and mindset).
- Support trainers in maintaining learner engagement and delivery standards.
- Conduct structured classroom observations against Generation's methodology using standardized observation tools, and maintain observation reports and coaching trackers.
- Track learner attendance, participation, and engagement.
- Escalate instructional-quality concerns promptly to the Manager – Operations, and track flagged deviations through to resolution.

4. Data, Reporting & Reviews

Keeping the project's data clean, current, and review-ready.

- Ensure timely, accurate entry of learner, batch, and placement data into the project Management Information System (MIS), Salesforce, and trackers.
- Run regular data-quality checks, cross-verifying against source documents — attendance, learner files, placement proofs — to catch discrepancies early.

- Coordinate with trainers, tele-callers, and others to complete surveys across the training cycle (in-class learner feedback, post-training employment follow-up).
- Prepare and present weekly and monthly performance reports and reviews for your city.
- Keep institutions audit-ready, with complete and properly filed documentation.
- Take part in review calls, present city-level updates, and share risks and progress with management.

QUALIFICATIONS & PROFILE

- Graduate in any discipline.
- 2–4 years of experience in operations, skilling, education, placements, or project implementation; experience in government skilling projects is an advantage.
- Based in, or willing to be based in, the assigned city, and willing to travel locally as the role requires.

SKILLS

- Strong coordination skills, with the ability to work with minimal supervision.
- Good working knowledge of Excel and reporting tools; familiarity with Salesforce or similar MIS is an advantage.
- Strong organisation, multitasking, and problem-solving ability.
- Comfortable with digital tools (Zoom, Teams) and day-to-day data work.
- An ownership mindset and a focus on getting things done.
- Fluency in the local language and working English.

LOCATION & REPORTING

This is a city-based requirement with 2 vacancies each in Delhi-NCR, Bengaluru, Hyderabad, Pune, and Chennai. Full-time fixed-term contractual position reporting to the Manager – Operations, with regular interaction across GIF's India teams. The role involves frequent local travel to partner institutions.

COMPENSATION

- Monthly compensation: ₹36,000–₹38,000/-
- Relevant travel and incidental expenses will be covered

HOW TO APPLY

- Interested applicants should send a cover letter and resume that outlines their candidacy. The cover letter should explain in detail your qualifications for the position and why you are interested in Generation.

Please share your resume at: contact@pmspl.net.in