CBM India Trust
Position Profile

CBM India Trust is committed to improving the quality of life of people with disabilities. CBM India addresses disability as a cause and consequence of poverty in the most disadvantaged communities of the world. We work in partnership with local, national, and international actors with the aim of creating a more equal society for all. Our vision is to have an inclusive world in which all people with disabilities enjoy their human rights and achieve their full potential.

Position: Placement Officer
Location: Kolar, Karnataka
Reporting to: Project Coordinator

Objective:
To facilitate inclusive and sustainable employment outcomes for young people through effective community mobilization, employer engagement, job mapping, career guidance, and placement support. The role will strengthen stakeholder and industry linkages, promote access to employment and livelihood opportunities, and contribute to achieving project outcomes through effective coordination, monitoring, and reporting.

Responsibilities:
Placement Facilitation and Employer Linkages
- Identify, establish, and maintain partnerships with employers across various sectors to generate employment opportunities.
- Organize job fairs, campus interviews, placement drives, and employer interactions.
- Develop and maintain long-term relationships with companies for recurring recruitment.
- Facilitate the execution and renewal of MoUs with employers and industry partners.

Industry Mapping and Labor Market Assessment
- Conduct labor market assessments to identify current and emerging employment opportunities.
- Map industries and employers based on training domains and skill requirements.
- Track industry trends and hiring requirements to align placement strategies.

Job Mapping
- Match trainee profiles with suitable job vacancies based on skills, qualifications, location preference, and employer requirements.
- Coordinate interviews and recruitment processes with employers.
- Maintain a job mapping tracker and update placement status regularly.

Apprenticeship and Government Scheme Convergence
- Facilitate apprenticeship opportunities under relevant government programs.
- Coordinate with government departments, employment exchanges, and skill development agencies.
- Support trainees in accessing employment, apprenticeship, and self-employment schemes.

Trainee Preparation and Career Guidance
- Conduct pre-placement training, including resume preparation, interview skills, workplace etiquette, and communication skills.
- Provide career counselling and individual placement guidance.

- Guide trainees on career progression and entrepreneurship opportunities.

Employer Engagement
- Conduct employer visits and maintain regular communication with recruiters.
- Collect employer feedback and address recruitment-related issues.
- Promote inclusive hiring and workplace diversity.

Placement Coordination
- Coordinate interviews, offer letters, joining formalities, and onboarding.
- Ensure candidates complete documentation required for employment.
- Achieve monthly and annual placement targets.

Post-Placement Support
- Follow up with placed candidates for 3–6 months to improve retention.
- Resolve workplace issues in coordination with employers.
- Monitor retention, salary progression, and job satisfaction.

Monitoring, Documentation, and MIS
- Maintain placement MIS, employer database, candidate database, and placement records.
- Track interviews, offers, joining, retention, and attrition.
- Prepare monthly, quarterly, and annual placement reports.
- Document success stories, case studies, and impact reports.

Career Guidance and Alumni Engagement
- Conduct career guidance and employability sessions.
- Maintain an alumni database and track career progression.
- Engage alumni in mentoring, referrals, and motivational sessions.

Stakeholder Coordination
- Coordinate with trainers, mobilizers, project staff, employers, CSR partners, and government agencies.
- Represent the organization in job fairs, industry meetings, and networking events.
- Build partnerships with industry associations and local businesses.
- Compliance and quality assurance
- Ensure placement activities comply with project guidelines, donor requirements, and organizational policies.
- Maintain confidentiality and accuracy of candidate and employer records.
- Support internal and external audits related to placement activities.

Other Responsibilities
- Support project implementation and reporting as required.
- Perform any other responsibilities assigned by the Reporting Manager to achieve project objectives.

Mobilization and Candidate Outreach
- Plan and coordinate candidate mobilization activities in collaboration with community organizations, educational institutions, government departments, and local stakeholders.
- Conduct awareness campaigns, orientation sessions, community meetings, and outreach programs to mobilize eligible youth for training and employment opportunities.

- Coordinate with mobilizers and project staff to achieve enrolment targets as per project timelines.
- Verify candidate eligibility, collect and validate required documents, and ensure accurate registration in the MIS.
- Build and maintain relationships with community leaders, NGOs, SHGs, Panchayats, and government departments to strengthen mobilization efforts.
- Track mobilization progress, prepare mobilization reports, and support the transition of mobilized candidates into training programs.

Required Skills, Qualifications & Personal Traits

Minimum Qualification and Experience:

- Graduate/Postgraduate in HR, Business Administration, Social Work, Development Studies, Rural Development, Livelihood, Social Entrepreneurship, Agriculture or related fields.
- 3–5 years of experience in placement coordination, industry engagement, or skill development programs.
- Strong experience working with marginalized communities, especially young people with disabilities.
- Preference will be given to local candidates familiar with the geography and context.

Key Skills and Competencies

- Native proficiency in Kannada and working knowledge of English.
- Strong computer skills (MS Office, MIS tools, basic data management).
- Good facilitation, communication, and interpersonal skills.
- Demonstrated team management and stakeholder coordination abilities.
- Proven experience in inclusive placement, career counselling, or working with persons with disabilities is a strong advantage
- Proficient in using MS Office, MS Excel, Google Sheets, email communication, and job portals.
- Strong networking, communication, and interpersonal skills.

Required Professional and Behavioral Traits

- Flexible approach to work demands.
- Ability to work in teams and collaborate with staff at all levels.
- Willingness to learn, change, and adapt.
- Well-organized with the ability to multitask.
- Cultural awareness and sensitivity to other details.
- Candidate should be flexible to travel as needed.

Working Hours:

As per the project location requirements - Eight hours per day

Other requirements

The future job holder is expected to adhere to CBM India's policies and procedures, commit to CBM India's Child Safeguarding Policy and Code of Conduct, and follow CBM India's safety & security protocols.

CBM India encourages persons with disabilities and women to explore this important opportunity. Share your profile to jobs@cbmindia.org on or before 25th October 2026.