



## Pratham Institute: Centre Head- Beauty Program

---

**About Pratham Institute:** At Pratham Institute for Literacy, Education and Vocational Training, we work across the country to provide individuals with the employability skills needed to address India's growing need for skilled manpower. Between now and 2025 over 250 million young people are estimated to enter the Indian workforce, while only 5% of youth aged 20-24 have obtained vocational skills through a formal training system. Pratham's Youth Skilling Program was therefore launched in 2005 with a mission to create sustainable programs for training and retraining of youth for employability or entrepreneurship.

Our training centers are spread across 10 states in India. We have trained over 3,700 students till date in various skills through our Industry specific courses in Hospitality, Construction, Automotive and Bedside Assistance. We also run Entrepreneurship programs in Beauty to cater to people who have an entrepreneurial mind set and want to set up their own practices.

Pratham Institute launched the Beauty Program under the banner name of Pratima in November 2011, to encourage the spirit of entrepreneurship. We currently have 19 Hub Beauty Centers across India. The Beauty Program aims at recognizing, supporting and handholding enterprising individuals to set up their own beauty parlours. So far, Pratham has supported 442 entrepreneurs through this initiative.

For more details, refer to <http://pratham institute.org/>

---

### Position Summary:

This role involves serving as the point of contact for the centre appointed.

### Main Responsibilities:

- Managing the centre from mobilizations, administration and day to day training.
- Preparing and maintain data and reporting.
- Budgeting and operational work of the centre.
- Assisting the central placement team for the placement of the students.
- Assuring that quality is being maintained
- Choosing and following up on existing entrepreneur's project.
- Exploring new partnerships with the government, corporate, individuals, etc.

### Qualification & Skills Required

- Willingness to travel regularly
- Minimum Qualification: Graduation
- 2 years of experience in the field.
- Good Computer knowledge (Microsoft Excel & Word, Internet, etc.)
- Good Communications Skills
- Fluency in English, Hindi & the Regional Language

- Experience/ interest in training and teaching

**Remuneration:** INR 10,000- 12,000 (May vary based on prior experience)

**Location:** Punjab

Interested candidates can email their resumes and statements of purpose to Rani Sharma at [rani.sharma@pratham.org](mailto:rani.sharma@pratham.org) or call at +91 9769538511