

THE BLIND RELIEF ASSOCIATION, DELHI
JOB DESCRIPTION

Position: Assistant Employment Officer

Reports to: Deputy Executive Secretary – Operations

Location: New Delhi

Organization Overview

The Blind Relief Association, Delhi is a leading non-governmental organization working for the empowerment of persons with visual disability for eight decades by way of imparting education and skill training. The Association runs a school, college, computer training center, and a vocational training center for persons with visual disability besides a large hostel and other services such as Braille production, audiobook recording, orientation, and mobility training, placement, health care, etc.

Role Overview

The Assistant Employment Officer supports the employment, training, and placement processes for visually impaired trainees. The role involves identifying job opportunities, preparing candidates for work, coordinating with internal departments and external stakeholders, and ensuring smooth execution of vocational training and placement activities. The position also includes event coordination, reporting, and supporting operational functions of the Vocational Training Centre.

Key Responsibilities

1. Placement & Employment

- Source job opportunities, internships, and work placements.
- Interview participants and stakeholders to assess interests and abilities.
- Prepare and update vocational profiles and required documentation.
- Conduct follow-up checks and ensure participants understand placement terms.

2. Stakeholder Coordination

- Liaise with trainees, families, social workers, referral agencies, and employers.
- Work with employers to ensure vocational needs and placement requirements are met.
- Maintain strong partnerships to enhance placement outcomes.

3. Trainee Support & Development

- Assess trainee needs and coordinate with training teams to fill skill gaps.
- Develop and update individual action plans.
- Support trainees and employers during placements and provide counselling when needed.

4. Policy & Compliance

- Stay informed about welfare benefits, government schemes, and disability-related employment regulations.

5. Events & Communication

- Organize and support training, placement, and employer-engagement events.
- Prepare brief reports and social media updates on activities and events.

6. Operational Support

- Oversee daily operations of the Vocational Training Centre.
- Coordinate with instructors and staff for smooth training delivery.

Requirements

- **Education:** Bachelor's/Master's degree in Social Work.
- **Experience:** 2–3 years in employment services, training coordination, or operations within the non-profit, development, education, or training sectors.
- Strong experience in coordinating education/skilling programs, liaising with multiple stakeholders.
- Proven ability to build employer networks, support CSR projects, and contribute to donor or partner reporting.
- Familiarity with disability or inclusion-focused organizations is highly desirable.

Skills & Competencies

- Strong verbal and written communication for trainee and employer interaction.
- Counselling and interpersonal skills to guide trainees and resolve concerns.
- Ability to engage employers and maintain placement partnerships.
- Skills in assessment and documentation (vocational profiles, action plans, reports).
- Strong organisational and coordination abilities for managing trainees and placements.
- Problem-solving skills to support trainees and employers during placements.
- Basic knowledge of labour laws, disability inclusion, and welfare schemes.
- Proficiency in MS Office and comfort with digital reporting tools.
- Ability to work independently and collaboratively.
- Empathy, patience, and sensitivity when working with persons with disabilities.

How to Apply: Please submit your updated resume, a cover letter detailing your relevant experience, and a brief statement explaining your interest in working with the Blind Relief Association, Delhi at careers@blindrelief.org

Deadline: Applications close on 21st December 2025