

## **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: Faculty - Logistics and Retail**

**Location: Kolar, Karnataka**

**Reporting to: Lead Programs / Project Coordinator**

#### **1. Objective:**

The Faculty – Retail and Logistics will be responsible for delivering theoretical and practical, competency-based training sessions as per NSDC, Sector Skill Council guidelines, and National Occupational Standards (NOS). The role ensures trainees achieve learning outcomes and are prepared for successful employment in the retail and logistics sectors.

#### **2. Responsibilities:**

- **Training Delivery:**

- Deliver classroom and practical sessions as per the approved curriculum and session plans aligned with NSQF levels. The sessions should cover:
  - Retail Operations: Customer interaction, product display, sales procedures, store operations.
  - Logistics and Supply Chain Management: Order processing, inventory management, packaging, transportation, and warehousing.
  - Digital and E-commerce Retail: Online order fulfilment and last-mile delivery systems.
- Use NSDC-approved content, audio-visual tools, and activity-based learning techniques.
- Ensure adherence to training quality and assessment criteria set by Sector Skill Council.
- Pre and post counselling for students.

- **Assessment & Evaluation**

- Conduct formative and summative assessments as per NSDC guidelines.
- Maintain attendance, trainee progress, and skill competency tracking sheets.
- Prepare trainees for internal and third-party assessments by the respective Sector Skill Council.
- Support trainees during the certification process.

- **Documentation, Reporting & Coordination**

- Maintain training records in compliance with NSDC requirements.
- Submit daily, weekly, and monthly progress reports to the Center Head / Project Manager

- Coordinate with the placement officer for trainees' placement and further skills linkages.

### **3. Required Skills, Qualifications & Personal Traits**

- **Minimum Qualification and Experience:**

- Graduate in Business Administration, Commerce, Supply Chain Management, or relevant discipline. Master's degree preferred.
- Minimum of 2 years of industry experience in Retail / Logistics operations. Teaching or training experience preferred.

- **Key Skills and Competencies**

- Must possess or be willing to obtain a Trainer & Assessor certification from the relevant accrediting authority.
- Knowledge of POS systems, WMS (Warehouse Management Systems), TMS (Transport Management Systems), stock management, and Excel.
- Excellent communication, presentation, and facilitation skills; learner-centred teaching approach.
- Strong understanding of retail and logistics processes.
- Ability to conduct hands-on, competency-based training.
- Knowledge of NSDC and NOS framework.
- Proficiency in Kannada and English.
- Background working with persons with disabilities or marginalized youth (highly desirable).
- Commitment to youth employability and skill development.
- Strong administrative and reporting discipline.

- **Required Professional and Behavioural Traits**

- Abide by and display CBM India's core values in all aspects of work.
- 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.

### **4. Working Hours:**

As per the project location requirements - eight hours per day

### **5. 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](mailto:jobs@cbmindia.org) on or before 15<sup>th</sup> November 2025.**