

JOB DESCRIPTION

Job Role: Deputy Manager –Employment

Project Duration: One Year

Location: Bangalore

Age: Not exceeding 45 years

Education:

At least a Master's Degree in business management with specialization in HR

Experience:

- Proven track record in project design, business development and private sector engagement.
- A minimum of 5 years experience in a management level of responsibility in managing high value projects at the state or national level.
- Experience in development sector/Employment Placements/livelihood, skill development, enterprise development and/or related fields are desirable.
- Experience in engaging with senior management in a bi-lateral/multi-lateral organizations, government and private sector.
- Excellent written and verbal communication skills.
- Strong interpersonal skills, networking and managerial capacity.
- Ability to multitask and monitor several projects on a regular basis.
- Ability to take initiative to develop new strategies.
- Excellent inter-personal and technical communication (oral, written and visual) skills with high level English language writing skills are essential.

Language:

- Excellent oral and writing skills in English and Kannada

Competencies

Core Competencies:

- Demonstrates integrity and ethical standards.
- Promotes the vision, mission, and strategic goals of the organization.

Functional Competencies:

Job Knowledge/ Technical skills

- Analytic capacity and demonstrated ability to process, analyze and synthesize complex, technical information.
- Proven ability to support the development of high quality knowledge and training materials, and to train technical teams.
- Broad based knowledge of Apprenticeship initiatives at the state, national and international level.
- Demonstrates substantive and technical knowledge to meet responsibilities and requirements of the post with excellence.
- Possesses the capacity for strategic planning, result – based management and reporting.

Communication Skills

- Good facilitation and communication skills.
- Ability to carry out research and communicate strategic pieces that guide decisions on strategic programme directions.
- Tailors and presents information to diverse audiences using a variety of communication delivery methods (e.g., written, electronic, oral, interpersonal) documentation.
- Good interpersonal skills and ability to establish and maintain effective partnerships and working relations with people in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

Management skills

- Demonstrated skills in building, mobilizing, and connecting with a wide range of stakeholder.
- Hands-on experience in design, implementation, monitoring and evaluation.
- Ability to lead consultative meetings at national and state level with partners and senior stakeholders to identify priorities and manage the timely delivery of project activities.
- Reliable in delivering own parts of the work as part of a team effort.
- Demonstrates excellent work/project planning skills.
- Open to change and ability to manage complex, ever-changing environments.

Duties and Responsibilities

Under the guidance of Steering Committee comprising of SDEL, UNDP, CII and direct supervision of the Commissioner DITE and Project Manager Yes PMU, the Deputy Manager- Employment will perform the following responsibilities-

- Coordination among all the stakeholders (Industry led Task force, SDEL, DITE, CII, UNDP) and organize Steering Committee and Industry led task force meetings, and prepare associated documentation especially designing the Standard Operating procedure (SoP) with Project Manager with specific inputs regarding Employment.
- To review the activities/structure of prior PPP models of Employment Exchange, Kaushalkar-Digital Employment Marketplace solution, Apprenticeship cell.
- Facilitate to build a robust Employment Exchange Portal as per Government Guidelines and ensure YES Centers and Apprenticeship Cells manage the same.
- To convene a conference/regional conferences/sector-wise conferences of Industry to develop a cogent evidence-based agenda for private sector onboarding for employment.
- To develop a methodology for demand mapping and delineation of clusters of businesses (sectoral or geographically) to enable prioritized and focused action for employment promotion.
- To examine the private sector onboarding strategy under the Kaushal Karnataka Initiative and make recommendations for robust private sector onboarding with respect to employment.

- Facilitate overall coordination with Project Manager for the management and monitoring of Yes Centers for the implementation of the project in all districts to achieve project goals with specific focus on Employment.
- Conduct field visits across the state extensively, provide support to the PMU staff and district teams in assessing on-ground implementation and conduct review meetings to identify the gaps, provide inputs/feedback and suggest course correction, as necessary.
- Ensure maintenance & managing data of the Industry, Employed candidates & MIS reports, including Monthly progress report to DITE.
- Guide district level Yes Center staff to effectively implement the pilot for next 12 months and assist to achieve their targets
- Facilitate the Yes Center staff to achieve their government assigned targets.
- Any other related tasks as assigned by the Steering Committee.

Expected Deliverables:

- Implement the Standard Operating Procedure as defined by the Steering Committee and Industry led task force to achieve project objectives and targets for Employment.
- Periodic monitoring reports, proceedings from review meetings and field visits.
- Monthly progress report prepared on the achievement of the overall project targets.
- Good practices and lessons learnt documented.
- Ensure MIS updation by Yes Center staff reflecting project implementation.