

JOB DESCRIPTION

Job Role: Deputy Manager –MIS and Communication

Project Duration: One Year

Location: Bangalore

Age: Not exceeding 45 years

Education:

- Master's degree or equivalent in Mass Communications and Diploma in computer Application
- At least 5 years working in communications and outreach, with demonstrable experience leading the development and implementation of communications campaigns.

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 skill development, career guidance and counseling;
- 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.
- Experience writing press releases, articles, blogs, and social media content plans.
- A good understanding of handling basic graphic design software.

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.
- Is 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- MIS and Communication will perform the following responsibilities-

- Correspondence 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.
- Facilitate overall coordination with Project Management for the management and monitoring of Yes Centers for the implementation of the project in all districts to achieve project goals.
- Design Communication Materials and Social Media strategy for dissemination of project related information.
- Supporting communications, knowledge management and outreach tasks broadly relating to project activities.
- Facilitate Qualitative reporting through video documentation, written articles and documenting case studies, best practices and human interest stories.
- Facilitate to build a robust Employment Exchange Portal as per Government Guidelines and ensure YES Centers manage the same.
- 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.
- Facilitate in ensuring Standardized Training Content and Counseling content is defined to be delivered at the Yes Centers.
- Facilitate to ensure Behavioral & Skill based assessment systems provided to understand the skill gap.
- Ensure MIS data from regular short-term employability/soft skills/personality development courses is being shared by Yes Centers and Apprenticeship Cell and upload the same in MIS.
- Ensure MIS data from focused small/medium scale job fairs shared by District level staff for MIS upload.
- Facilitate Placement & short-term training Programs at the YES Centers.
- Ensure maintenance & managing data of the Industry, Apprentices, Employed candidates & MIS reports, including Monthly progress report to IET.

- Guide district level Yes Centre staff to effectively implement the pilot for next 12 months and assist to achieve their targets.
- Facilitate the Apprenticeship Cell staff and Employment exchange staff to achieve their government assigned targets.
- Any other related tasks as assigned by the Steering Committee;

Expected Deliverables:

- Ensure MIS updation as per the data shared by Yes Center staff reflecting project implementation.
- Leading Communications content creating related to video documentation and writing articles of case studies, human interest stories and best practices.
- Periodic monitoring reports, proceedings from review meetings and field visits.
- Monthly progress reports (consolidated) prepared on the achievement of the overall project targets.
- Communication Materials and Social Media strategy (digital campaign) for dissemination of project related information.