

JOB DESCRIPTION

Job Role: Deputy Manager –Training & Handholding

Project Duration: One Year

Location: Bangalore

Age: Not exceeding 45 years

Education:

Master's degree in Business Management Studies with specialization in HR, Social Science / Social work/ Economics with MEd.

Experience:

- At least 5 years of experience in implementing developmental projects related to skill development, Career Guidance and Counseling and related fields
- Demonstrable experience of working closely with the State Governments in implementing large government schemes or programs
- Ability to the design and implementation of skill development and career guidance related awareness/education and training programs. This includes design of training/counseling content and curriculum.
- Relevant Experience at the national level working with Governments and private entities in the skill development sector.

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

- Sound Technical Knowledge in providing implementation support and capacity building of state departments or agencies.
- Experience in delivering skill / vocational training and awareness programmes
- 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.

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, formulation, 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 – Training and Handholding will perform the following responsibilities:

- Ensure Training/Capacity Building of the Regional Coordinators/ Employment Exchange staffs / officials, Kaushalkar Counselors and Apprenticeship Cell staff in implementing the Standard Operating Procedure.
- Ensure Standardized Training Content and Counseling content is defined to be delivered at the Yes Centers.
- Ensure periodic training support staff with knowledge, skills, tools and techniques to achieve desired targets – assessment, counseling, training, apprenticeship, placement, linkage to employment marketplace, etc.
- Ensure Behavioral & Skill based assessment systems provided to understand the skill gap of candidates.
- Ensure and facilitate Yes Centers to conduct regular short-term employability/soft skills/personality development courses.
- Facilitate to conduct focused small/medium scale job fairs at the Centre to cater to ongoing demands from specific industry/ placement agencies.
- Facilitate On-ground activities through Yes Centre staff members for connect with the Industry for generating Employment & Apprenticeship opportunities leveraging Industry led Task Force.
- Facilitate short-term training Programs and placement assistance at each YES Centers across Karnataka.
- Conduct field visits across the state extensively, provide support to the 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, Apprentices, Employed candidates & MIS reports, including Monthly progress report to DITE.
- 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:

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