

JOB DESCRIPTION

Job Role: Project Manager

Project Duration: One Year

Location: Bangalore

Age: Not exceeding 50 years

Senior Leadership position. Senior professional a project management specialist with clear understanding of skilling space, the legal framework, existing successful models not less than 10years of experience.Should be able to independently develop a business case for the Private sector and a fair working knowledge with the Government in the past.

Experience and Skills required:

Required Experiences, Competencies and Skills

Applicants shall demonstrate sufficient capacities to carryout activities to a high standard.

The successful applicants will have:

- At least a Master's Degree in business management Preferably with specialization in HR, social science, development studies, or relevant field.
- Minimum of 10 years' experience in a management level of responsibility in managing high value projects at the state or national level.
- Experience in development sector/gender/livelihood, skill development, enterprise development and/or related fields is 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.

Core skills:

- Sound knowledge of project management tools and utilizes these regularly in work and assignments.
- Strong evidence of team management experience and proven ability to foster team building.

Competencies

Functional Competencies:

- Building and managing strategic partnerships
- Identifies common interests and goals and carries out joint initiatives with partners.
- Establishes, builds and sustains effective relationship, partnerships and alliances with governments, private sector, foundations and other agencies.
- Makes effective use of resources and comparative advantage to strengthen partnerships.

Advocacy

- Brings visibility and sensitizes decision makers to relevant emerging issues.
- Uses the opportunity to bring forward and disseminate materials for advocacy work.
- Client Orientation
- Demonstrates an understanding of client / partner / donor perspective and strives for high quality client oriented services.
- Establishes smooth relationship and enabling environment between clients and service providers.

Leadership and Management

- Is results driven, solution oriented and can work under pressure;
- Ability to identify problems, propose solutions and take immediate corrective measures.
- Organizational Learning and Knowledge Sharing
- Generates new ideas and approaches, researches best practices and proposes new, more effective ways of doing things
- Documents and analyses innovative strategies and new approaches

Results based management

- Plans and produces quality results to meet established goals
- Demonstrates ability to generate innovative, practical solutions to challenging situations
- Ability to work independently and with minimum supervision

Duties and Responsibilities

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

- Assist the Steering committee to set up the Industry led Task Force to provide guidance on the strategy for private sector onboarding and ownership for employment exchange services promotion along with employment/ apprenticeship opportunities for aspirant youth.
- To review the activities/structure of prior PPP models of Employment Exchange, Kaushalkar-Digital Employment Marketplace solution, Apprenticeship cell and the study by the Institute for Social and Economic Change (ISEC) on Apprenticeship policy and its recommendations from the point of view of participation of the private sector and create a Strategy document. This will include industry demand for mainstream jobs (including MSME sector)
- 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).
- Provide overall coordination to the Project Management Unit, and management and monitoring of 4 Deputy Managers for the implementation of the project in all districts to achieve project goals.
- 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;
- 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 the candidate
- 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 center 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 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 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.
- Reports from Steering Committee and other meetings prepared and shared among the project stakeholders.
- Good practices and lessons learnt documented and shared from the PMU staff and District teams.
- Ensure MIS updation by the PMU staff as per the data shared by Yes Center staff reflecting project implementation.