

Organization:	Capital Goods Skill Council (CGSC)	Unit:	Head Office Based in Delhi
Position:	Dy Manager – Affiliation and Evaluation		

JOB PURPOSE:
CGSC has been setup by the industry to promote skills development in the Capital Goods Sector. The prime responsibility is to develop the occupational standards to meet industry requirement, carry out assessments and certification. In doing so it is important to focus on quality and retain the relevance of assessments. The position of Dy Manager Affiliation and Evaluation becomes important to ensure timely onboarding of training centers, schedule assessments, approve the results to ensure timely certification.
The movement forward to fulfil this CGSC mandate will require training of trainers and training of assessors.

OPERATING NETWORK / INTERFACE	
<u>External Interface</u>	<u>Internal Interface</u>
<ol style="list-style-type: none"> 1. Governing Council 2. Advisory Board 3. Industry associations 4. Industry in the capital goods sector 5. Central and State Government 6. Skill companies/experts – national and international/ training providers, assessment agencies 	<ol style="list-style-type: none"> 1. CEO CSGC 2. Manager – Evaluations and Certification 3. Teams members of CGSC

MINIMUM REQUIREMENTS	
Education & Relevant Experience	<ol style="list-style-type: none"> 1. BE / Diploma in Mechanical Engineering with 3 to 4 years of relevant industry experience. 2. Progressive experience in evaluations and certifications and quality assurance of skill development processes will be added advantage 3. People’s person with good communication skills and ability to capture information and perspectives 4. Experience in dealing with both national and international agencies 5. Working knowledge of government schemes and the sector will be an advantage

Competencies	
<u>Technical (Knowledge, Skills, Attitude)</u>	<u>Generic / Managerial</u>
Technical Knowledge & Skills <ul style="list-style-type: none"> • Communication & Documentation and evidence collection of training and assessments • In-depth knowledge of functioning of training providers and assessment agencies • Excellent use of IT Skills Attitude <ul style="list-style-type: none"> • People’s person, Active listener and Good communication skills • Creative, Go getter with the ability to meet deadlines and ‘get things done’ • Passionate about working with people and impacting the lives of the people at the bottom of pyramid 	<ul style="list-style-type: none"> • Ability to front face with stakeholders as required • Ability to effectively deal with large and small groups. • Ability to effectively interact with different internal as well as external stake holders. • Ability to effectively interact with different Government officials and departments at state level. • Demonstrative multi-tasking abilities and be able to work both independently and with a group. • Team Player

Reporting	This position will report to Manager -Evaluation and Certification
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