

<b>Organization:</b>	<b>Capital Goods Skill Council (CGSC)</b>	<b>Unit :</b>	Head Office Delhi
<b>Position:</b>	Head Operations and State Engagement		

#### **JOB PURPOSE**

This position at CGSC drives the revenue engine and looks to leverage the competency and capability for overall implementation of the skill development programs in conjunction with the respective stakeholders. The work would involve increase the CGSC capacity in terms of Training delivery and Assessment delivery, drive-up the Certified Trainer and Assessor base, monitor Training and Development, liaising with States, training partners, Assessment Partners, Industries & colleges.

- The primary objective is to carry-out entire operation and deliver the projects as per SLA, with secondary objective to develop Training and Assessment capacity pan India other allied functions at CGSC. Achieving business goals and revenue targets.
- Overseeing daily operations of the CGSC and ensuring timely payments from different Stakeholders.
- Managing internal and external stakeholder relations and negotiating contracts.
- Planning, evaluating, and optimizing operations to be efficient and cost-effective.
- Managing the WorldSkills / India Skills competition
- Developing and Monitoring Assessment as per NCVET norms and guidelines and ensuring regulatory compliance
- Formulate business strategy with others in the senior executive team
- Design policies that align with overall strategy
- Implement efficient processes and standards
- Coordinate customer service operations and find ways to ensure customer retention
- Oversee the implementation of technology solutions throughout the organization
- Manage contracts and relations with customers, vendors, partners and other stakeholders

<b>OPERATING NETWORK / INTERFACE</b>	
<b>External Interface</b>	<b>Internal Interface</b>
<ol style="list-style-type: none"> <li>1. Capital Goods Industry</li> <li>2. Capital Goods Industry Experts</li> <li>3. Technical, Vocational, Academic institutions</li> <li>4. Training partners</li> <li>5. Assessment Partners</li> <li>6. State skill missions/ Government departments</li> </ol>	<ol style="list-style-type: none"> <li>1. CEO/COO/ Head-Industry Interface</li> <li>2. CGSC team</li> </ol>

<b>REQUIREMENTS</b>	
<b>Education &amp; Relevant Experience</b>	<p><b>Essential</b></p> <ol style="list-style-type: none"> <li>1. Education: Preferably Bachelor’s in mechanical engineering background</li> <li>2. Experience: 10 -15 years of relevant Experience</li> <li>3. Good networking in various Government bodies/Local Industries /associations</li> </ol> <p><b>Desirable:</b> Good contacts with key decision makers in State /govt departments.</p> <p><b>Skills:</b></p> <ol style="list-style-type: none"> <li>1. Excellent Communication, proposal writing, Team Player, Entrepreneurial mindset.</li> <li>2. Any specific requirements: Improvisation with strong planning, analytical, and technical skills.</li> <li>3. Strong Process knowledge to build the process documents</li> <li>4. Knowledge of data analytics and reporting</li> <li>5. Good with numbers and financial planning</li> </ol>

<b>Competencies</b>	
<b>Technical (Knowledge, Skills, Attitude)</b>	<b>Generic / Managerial</b>
<p><b>Technical Knowledge &amp; Skills</b></p> <ul style="list-style-type: none"> <li>• Deep exposure to Industry</li> <li>• Process oriented</li> <li>• Excellent IT Skills</li> </ul> <p><b>Attitude</b></p> <ul style="list-style-type: none"> <li>• Creative, Go Getter</li> <li>• Passionate about working with people and impacting the lives of the people at the bottom of pyramid</li> </ul>	<ul style="list-style-type: none"> <li>• Entrepreneur Drive.</li> <li>• Ability to consistently clock targets.</li> <li>• Ability to engage and influence key decision makers.</li> <li>• Ability to deal with various internal/ external stake holders.</li> <li>• Must have demonstrated multi-tasking abilities and be able to work both independently and with a group.</li> <li>• Team Player</li> </ul>
<b>Reporting</b>	This position will report to COO
<b>Remuneration</b>	As per Industry Standards
<b>Application</b>	<p>Kindly email your resume at <a href="mailto:industryrelations@cgsc.in">industryrelations@cgsc.in</a> /<a href="mailto:coo@cgsc.in">coo@cgsc.in</a>/ with subject line as “JOB APPLICATION REF:003”</p> <p>Shortlisted candidates will be notified through email/calls.</p> <p>Last date of Application: 10<sup>th</sup> Oct 2021</p>

