

BIHAR VIKAS MISSION

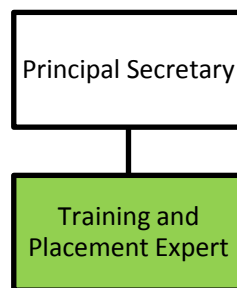
Job Description



1. General Information:

Position Title:	Training and Placement Expert
Reports to:	Principal Secretary – Science & Technology Department
Department:	Bihar Vikas Mission
Job Code:	

2. Organization Chart



3. Key Accountabilities

Strategizing and Expert Advisory

- Design a strategic plan and roadmap for enhancing training and employment opportunities for students in engineering and polytechnic colleges in Bihar
- Conduct industry and market research and provide insights and perspective to ensure incorporation of best practices and latest trends and technologies and facilitate management decision-making regarding placement of the students
- Collaborate and facilitate tie ups with placement agencies, small, medium & large scale employers and leading industry bodies to garner support for placements and industrial training of students in the engineering and polytechnic colleges in the Bihar
- Assist the colleges to establish networks and collaborations with District Employment Exchanges to gather employment demand from the industry
- Ideate and recommend innovative ways to leverage technology platforms to facilitate the process of aggregating placement requirements across the colleges to be shared with potential employers
- Partner with relevant agencies to organise career counselling sessions and job fairs for students
- Plan and oversee design of pre-placement module for the institutes to help the students in preparation for their job interviews, such as soft skills training, personality development, basic management skills etc.
- Assist Department in formulating new policies on vocational education and training and reforming existing policies in order to incentivize the enterprises recruiting from vocational education and training institutes in the State
- Support the Department in the required process and system reforms to ensure effective implementation of the strategic plan, as required
- Liaise with relevant officials in the Department to develop ideas and plans to address issues affecting the employability of the students in engineering and polytechnic colleges in Bihar

BIHAR VIKAS MISSION

Job Description



Continuous Improvement

- Identify opportunities for continuous improvement of systems, processes and practices taking into account international and national best practices, in order to facilitate cost optimization and productivity improvement

Policies, Systems, Processes & Procedures

- Recommend improvements to functional procedures and follow all relevant departmental policies, processes, standard operating procedures and instructions so that work is carried out in a controlled and consistent manner

Related Assignments

- Perform other related duties or assignments as and when required

4. Qualifications and Experience

Essential

- Bachelor's degree or higher in any discipline
- Minimum 15 years of post-qualification experience in engineering and polytechnic colleges with at least 7 years of experience in driving and / or managing training and placement plans and activities at collegiate or university level
- Minimum 3 years of experience in senior level positions (Director or above) in Central Government education bodies / institutes like AICTE / UGC etc. or in State Government Directorate of Technical Education or in senior level positions like VC / Registrar / Dean / Principal / Director in reputed engineering / technical education colleges (top 100 colleges as published under the National Institutional Ranking Framework issued by MHRD and / or QS World University Rankings and / or UGC recognized University Rankings, as updated from time to time))

Preferred

- Less than 70 years of age as on 1st January 2017
- Experience of working with state and national level large scale projects (budget value of more than Rs. 500 crores) will be given preference with proven records of execution of the project
- Certificates / Diploma / Courses in relevant areas will add weight to the candidature
- Honors / Awards / discourses / recognized publications in relevant area will be an added advantage
- Master's degree or higher in Human Resource Management

5. Knowledge and Other Skills

- Strong interpersonal and networking skills
- Experience in building partnerships and dealing with placement agencies, private organizations and relevant industry bodies for training and placement related activities
- Excellent knowledge of latest technologies, trends and best practices in vocational education or skill Development
- Demonstrated ability to manage staff / consultants / operations in the States and managing large teams - technical, operations and administrative
- Fluency in written and spoken English and Hindi