

BIHAR VIKAS MISSION

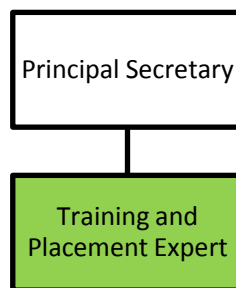
Job Description



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

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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 (full time) in any discipline
- Minimum 10 years of post-qualification experience of working in engineering and / or polytechnic college(s) in administrative / academic / teaching capacity

Preferred

- Less than 70 years of age as on 1st January 2019
- Experience in driving and / or managing training and placement processes/ activities at collegiate or university level
- Experience in senior level positions (Director or above) in Central Government education bodies / institutes or in State Government Directorate of Technical Education or in senior level positions like VC / Registrar / Dean / Principal / Director in engineering / technical education colleges
- PG Diploma (2 years full time) or Master's degree or higher (full time) in Human Resource Management
- Certificates/ Courses in relevant areas will add weight to the candidature
- Honors / Awards / recognized publications in relevant area will be an added advantage

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
- Fluency in written and spoken English and Hindi