

BIHAR VIKAS MISSION

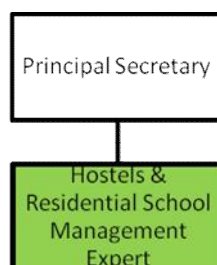
Job Description



1. General Information:

Position Title:	Hostels and Residential School Management Expert
Reports to:	Principal Secretary – BC & EBC Welfare Department, Principal Secretary – Minority Welfare Department, Principal Secretary – SC & ST Welfare Department
Department:	Bihar Vikas Mission
Job Code:	

2. Organization Chart



3. Key Accountabilities

Strategizing and Expert Advisory

- Provide consultations to key functionaries of the Department (Principal Secretary, Secretaries, Directors etc.) for programs providing residential facility in hostels and schools for students of Backward Class and Extremely Backward Class communities
- Facilitate strategic planning and ensure technical quality of the programs under the Department and help the Department to adopt best practices
- Provide technical inputs to improve the overall quality and functioning of the hostels and the residential schools, their modernization and management, in conjunction with the relevant Department officials
- Provide suggestions and feedback to improve the quality of training and facilities available at the hostels including thorough and triangulated analysis of the program through performance reports, interactions and observations
- Facilitate / organize capacity building sessions for the program managers, hostel coordinators and other relevant functionaries in the Department to improve their skills and knowledge to aid better program implementation
- Devise and plan an effective implementation strategy for greater but targeted mobilization to ensure an increased number of applicants and beneficiaries for the program
- Assist the Department in developing a holistic framework and a set of parameters to help identify and establish collaboration with the trainers and teachers for the schools and hostels
- Assist the Department in collaborating with agencies and individuals for the purpose of counseling and soft skill training of the beneficiary youth under the relevant Department programs to enhance their level of employability
- Prepare an impact assessment matrix for the programs by incorporating various qualitative and quantitative indicators to measure the performance of the programs and the social development of

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the beneficiaries, vis-a-vis their objectives

- Steer the process of promoting and advocating the programs of the Department by facilitating partnerships with relevant agencies or individuals for larger information dissemination and popularization and promotion of the Department and its initiatives

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

Minimum

- Master's degree or higher (full time) in any discipline
- Minimum 10 years of post-qualification experience in education sector

OR

- Retired personnel from Government / Defence Services / Paramilitary with minimum 10 years of experience in education sector (last held position should not be lower than Joint Secretary or equivalent level)

OR

- At least 10 years of post-qualification experience in Indian Administrative Service / 15 years of post-qualification experience in State Administrative Service (last held position should not be lower than Joint Secretary or equivalent level) with minimum 3 years of experience in education sector

Preferred

- Less than 65 years of age as on 1st January 2020
- Experience in management and maintenance of hostels / residential schools / educational and training institutions and / or managing design and implementation of training programs for beneficiary youth
- Experience of designing and implementing programs and activities for children from disadvantaged communities
- Proven track record of working with state / central government / bilateral / multilateral organizations on programs of similar nature and size
- Certificates / Diploma / Courses in relevant areas will add weight to the candidature
- Honors / Awards in relevant area will be an added advantage

5. Knowledge and Other Skills

- Strong interpersonal and organizational skills
- Demonstrated expertise in the maintenance and upgradation of hostels, development and implementation of scholarship programs, programs related to training and coaching of youth etc.
- Fluency in written and spoken English and Hindi