

## Terms of Reference to be appointed

### **Project Coordinator (Skill Centre, Timarpur)**

- Mobilize and enroll students for the skill training programs as per the targets for 100% capacity utilization of the centres.
- Verifies documents and applications submitted by the beneficiaries.
- Overall supervision and coordination of the Skill Centre.
- Set up Skill Centre as per allocated timelines and Budgets in the premises
- Recruit well-skilled faculty for the training programs and manage the centre with the help of other staff/faculty.
- Responsible to achieve the top and bottom line targets set for the region for the year.
- Plan and monitor implementation of new Courses, whenever needed.
- Monitoring Progress and controlling Resources and managing overall day-to-day operations of the centre.
- Plan and monitor execution of processes and systems to improve operational efficiency.
- Maintain and enhance retention of trainees as per established targets for the area.
- Plan projects in order to accomplish its goals within constraints such as time, cost and agreed quality standards.
- Track market trends and incorporate measures to sensitize trainees on the same.
- Co-ordinate in developing new local area partnerships for placements and market linkages. Network with local NGOs and government officials and keeping Head Office informed of the measures.
- Liaise with govt authorities/market partners (colleges, NGO's) and help in adhering to the commitments as per the MoU.
- Organize various promotional events at the centres in the area of your responsibility.
- To coordinate and implement all tasks that relate to a specific project to ensure that the project and all related processes run smoothly.
- Maintain records, minutes of meetings, registers, accounts of expenses (in day book), ledgers and other related documents pertaining to the centre.
- Informs and provides regular reports, feedback to Head Office regarding the programme, any bottlenecks, new initiatives and innovations.
- To respond to correspondence in consultation with HO.

### **Experience:**

3-10yrs

## **Educational Qualification:**

Graduate in any discipline with PGDM

## **Requirements:**

- The candidate should have relevant of Project management and operations experience, with minimum experience of 3-5 years in social sector/ vocational training.
- Local candidate who can speak local dialect will be strongly preferred.
- Candidate with good experience in North India, especially handling government-private sponsored Skill Development, Vocational Training with wide contacts in mobilizing students is preferred
- Innovative, self-starter & persistent, who assumes responsibility and accountability for performance.
- Target oriented
- And any such duties as assigned from time to time

Duty Station: Timarpur (New Delhi)

Duration: One year

Salary: 12K/month

Expected start time: 1<sup>st</sup> October 2015