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| <b>Organization:</b> | <b>Capital Goods Skill Council (CGSC)</b> | <b>Unit :</b> | Head Office<br>Based in Delhi |
| <b>Position:</b>     | Manager – Content Development & QA        |               |                               |

#### JOB PURPOSE

This position has been created to support in Standards & Spl Projects work which will include activities related to QP and content development, Recognition of Prior Learning, India Skills and World Skills Competition and any other special projects.

The objective is to provide help and support for various activities such as compliance checking, filling up of details in standard forms, Quality check on QP development, designing short term courses as per Business needs. He would be responsible to identify technical experts and advisors and maintain a pool of such experts and empanel them time to time to support Business team as per directions of the reporting Manager.

It is important to ensure timely and quality delivery of the work done. The person should be a go getter and be able to make calls to people for different activities to support business generation for the Council. Self-starter and ability to deliver work within stipulated timelines.

#### OPERATING NETWORK / INTERFACE

| <u>External Interface</u>                                                                                                                                                                                                                                                                                   | <u>Internal Interface</u>                                                                                           |
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| <ol style="list-style-type: none"> <li>1. QP &amp; Content Developers</li> <li>2. Technical SME experts</li> <li>3. RPL support agencies and companies</li> <li>4. NSDC officials at appropriate level</li> <li>5. Travel and Hotel Agents</li> <li>6. Jury, SME, experts</li> <li>7. Industries</li> </ol> | <ol style="list-style-type: none"> <li>1. CEO-CGSC</li> <li>2. COO-CGSC</li> <li>3. Team members of CGSC</li> </ol> |

#### MINIMUM REQUIREMENTS

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| <b>Education &amp; Relevant Experience</b> | <ol style="list-style-type: none"> <li>1. Education:/Diploma/BE-Mechanical- Compulsory</li> <li>2. Experience: 3-5 years of relevant experience. Optional--Knowledge of QA/Standards/ Content/WorldSkills/ RPL may be advantageous</li> <li>3. Communication: People's person with good communication skills and ability to capture information and perspectives</li> <li>4. Any specific requirements: Should be well versed with Excel and PPTs along with good presentation skills</li> </ol> |
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#### Competencies

| <u>Technical (Knowledge, Skills, Attitude)</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <u>Generic / Managerial</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
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| <b>Technical Knowledge &amp; Skills</b> <ul style="list-style-type: none"> <li>• Communication &amp; Documentation and evidence collection in various activities</li> <li>• Knowledge of Skill ecosystem and various activities</li> <li>• Excellent use of IT Skills</li> <li>• Corporate Training experience desirable but not compulsory.</li> <li>• Ability to develop and review courses independently</li> </ul> <b>Attitude</b> <ul style="list-style-type: none"> <li>• People's person, Active listener and Good communication skills</li> <li>• Creative, Go Getter with the ability to meet deadlines and 'get things done'</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>• Ability to face and make calls to stakeholders as required</li> <li>• Ability to effectively deal with large and small groups.</li> <li>• Ability to deal with different internal as well as external stake holders.</li> <li>• Ability to communicate (basic level) with different government officials and departments at state level.</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> |

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| <b>Reporting</b> | This position will report to respective HOD .Renumeration: up to 6 to 7 lac per annum<br>Kindly email your resume to <a href="mailto:connect@cgssc.org">connect@cgssc.org</a> and <a href="mailto:hr@cgsc.in">hr@cgsc.in</a> with subject line: application for ref no: 004. |
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