

TERMS OF REFERENCE

Position	: Administrative Cum Liaison Officer
Reporting	: Director – Employment & Training
Location	: State Head Quarter
Duration of Initial Contract	: 1 Year; full time (To be extended on satisfactory Performance.)
Preferred Age Group	: Up to 50 years

INTRODUCTION

Economic globalization and financial liberalization has created huge overseas employment opportunities and governments all over the world are taking initiatives to promote and facilitate employment of the people. With this primary objective of generating overseas employment & training the youth under various skill development initiatives and to improve the overseas employability of Bihar youth, Bihar State overseas Employment Bureau has been set up under the Societies Registration Act 21,1860. Besides making the youth employable and competitive, the bureau will also assist the youth in suitable placement in job/ self-employment abroad.

For its proper functioning, Bihar State overseas Employment Bureau requires services of Administrative cum Liaison officer.

DUTIES and RESPONSIBILITIES

The primary duties and responsibilities of Administrative cum Liaison officer will include the following but not be restricted to:

- Support in overall management of the office.
- Establish liaison with foreign employers and their representatives in India and abroad.
- Maintain liaison with embassies of foreign countries in India and Indian Embassies/High Commissions in foreign countries so as to ensure flow of vacancies.
- To conduct manpower surveys in Bihar to find out the available skills.
- Arrange/ tie-up/ organize Partnership & collaboration with industry/institutions to facilitate employment of trained youth in Bihar through employment fairs.
- Conduct job surveys in India and foreign countries to ascertain the demand and skill/competencies requirements of the foreign employers.
- To sponsor/ inform unemployed registered candidates regarding advertised employment opportunities by newspaper or other means.
- Any other work assigned from the Mission Director time to time.

REQUIRED QUALIFICATION, SKILLS AND EXPERIENCE

The incumbent must have Master's Degree in Business Administration (MBA)/ Public relations from any recognized university/Institute in India or abroad with minimum 5 years of experience of similar type. Work experience in Government set up will be preferable. In addition, the incumbent should possess skill on:

- Good Communication & Interpersonal Skills.
- Strong managerial and leadership skills
- Proficiency in use of MS Office packages
- Excellent written and oral communication skills in English and Hindi.

REMUNERATION

Rs. 50,000/ - (Rupees fifty thousand only) Consolidated.