

TERMS OF REFERENCE

Post	: Employment Advisor
Reporting	: Director – Employment & Training
Location	: State Head Quarter
Duration of Initial Contract	: 1 Year; full time (To be extended)
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 Manager - Employment.

DUTIES and RESPONSIBILITIES

The primary duties and responsibilities of Manager - Employment will include the following but not be restricted to:

- To assist the youth in suitable placement in overseas job.
- Keeping regular touch with the overseas job market for current openings suited to youth of Bihar.
- To register candidates having valid passport.
- To guide such registered candidates regarding opportunities for employment in the overseas countries, education/ training and scholarship etc.
- To collect and compile literature regarding overseas employment and education.
- Work in close coordination of Manager – Training for skill development / training programmes of unemployed youth for enhancing their chance of employability for overseas job openings.
- Conduct job surveys in association with the administrative officer in India and foreign countries to ascertain the demand and skill/competencies requirements of the foreign employers.
- Arrange/ tie-up/ organize Certification of Employment/ Recruitment Partners/ Agencies by State Employment, Vocational Training & HRD Mission for head hunting, visa counselling etc.

- Arrange/ tie-up/ organize Partnership & collaboration in association with the administrative cum liaison officer with industry/institutions to facilitate employment of trained youth in Bihar through employment fairs.
- Any other work assigned from the mission director time to time.

REQUIRED QUALIFICATION, SKILLS AND EXPERIENCE

The incumbent must have Master's Degree in Management, public relations from any recognized university/Institute in India or abroad with minimum 5years of relevant experience. Work experience in Government set up will be preferable.

In addition, the incumbent should possess skill on:

- Good Communication & Interpersonal Skills.
- Proficiency in use of MS Office packages
- Excellent written and oral communication skill in English and Hindi
- Excellent representation and interpersonal skills with ability to network extensively and liaise with government/ non government agencies etc.
- Ability to work as a member of a team.

REMUNERATION

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