

# TERMS OF REFERENCE

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Post	: Training 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

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## 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 - Training.

## DUTIES and RESPONSIBILITIES

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

- Implementation of various skill development initiatives, vocational trainings, self-employment trainings, entrepreneurship trainings schemes and programmes required for overseas job.
- Tie up with the existing educational/ technical education institutions/ framework for Job Oriented Vocational Training programmes to match the requirements projected by Job Surveys by modifying the existing course curriculum in line with the requirement of market or adding new vocational courses/ modules.
- Arrange/ tie-up/ organise the soft skills training including English and Communication Skills, Basic IT/ computer skills, Customer care/ Handling Skills.
- Arrange/ tie-up/ organise the State wide accreditation programs for institutions, agencies etc.
- Take necessary steps for setting up of new vocational institutions on a Franchise Model in emerging trades in all Districts/ sub divisions in Bihar through State Employment, Vocational Training & HRD Mission/ Private Partners.

- Arrange/ tie-up/ organise Partnership & collaboration with industry/institutions to facilitate employment of trained youth in Bihar through employment fairs.
- To arrange Pre-departure-cum-orientation training for desirous candidates.
- 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 / Social Science or allied streams from any recognized university/Institute in India or abroad with minimum 5 years 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.
- Experience in training / capacity building.
- Excellent representation and interpersonal skills with ability to network extensively and liaise with government/ non government agencies etc.
- Good at training needs assessment and handholding support.
- Good knowledge of computers (MS office) is essential.
- Excellent English oral and written communication skills and ability to work as a member of a team.

## **REMUNERATION**

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