# HYDROCARBON SECTOR SKILL COUNCIL

**Job Title:** Assistant Manager – Affiliation & Training Delivery

**Job Description:**
The candidate will be responsible for overall Affiliation of Training Partner/Training Delivery and Assessment related activities of Hydrocarbon Sector Skill Council.

**Educational Qualification**
MBA/PG in Management in HR/Marketing/Operations or related discipline with good academic background

**Work Experience**
The candidate should have minimum 5 years of experience as on 30.06.2018 of which minimum 2 years in Training/Skill Development, preferably in Sector Skill Council (SSC).

**Age**
Not more than 40 years as on 30.06.2018

**Job Location:** Initially the position will be based in Delhi but subject to transfer anywhere in India on requirement.

**Compensation:** Comparable with Industry

**No of Positions:** 1

**Roles & Responsibilities:**

- Adequate Knowledge of conduct of training, training delivery etc.
- Should be well versed with Affiliation process of Training Partner/Centre as per NSDC guideline
- Responsible for achieving the affiliation of Training Partner/Centre targets assigned
- Standard Operating Procedures and Quality Assurance Manuals
- Curriculum and content/participant manual design as per NSDC requirement
- Validation/due-diligence of Training programs to ensure quality training
- Supervising and monitoring with regional teams for training activities
- Connect with companies in each state/to ensure maximum placement of trainees
- Region wise annual training target allocation and their achievement
- Responsible for conducting timely Training of Trainers (ToT) program as outlined by NSDC
- Initiate implement and execute the state government Educational projects across India and ensure quality in the trainings for state level projects
- Supervise and coordinate with the State/Regional Team/TP for smooth implementation of the training program with state project
- Handling Training Partners queries and grievance
- Developing and monitoring training delivery mechanisms
- Ensuring training quality and trainee feedback
- Track on Fees collection and payment with Training Partners
- Responsible for design and develop the portal in accordance to different needs of various stakeholders
- Carry out the Skill Gap of the Sector
- Coordinate with the agency or project team for smooth functioning of the Skill Gap Analysis

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- Responsible for preparing the content and information for the Skill Gap Analysis (SGA) reports
- Define Labor Market Information System (LMIS) Framework/Architecture
- Perform LMIS Requirement Analysis, System Analysis and Design
- Program LMIS to be dynamic and interactive
- Populate with real-time content drawn from stakeholders and Maintain LMIS
- Any other roles are assigned from time to time.

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# HYDROCARBON SECTOR SKILL COUNCIL

**Job Title:** Manager-Affiliation & Training Delivery

**Job Description:**
The candidate will be responsible for overall Affiliation of Training Partner/Training Delivery and Assessment related activities of Hydrocarbon Sector Skill Council.

**Educational Qualification**
MBA/PG in Management in HR/Marketing/Operations or related discipline with good academic background

**Work Experience**
The candidate should have minimum 8 years of experience as on 30.06.2018 of which minimum 3 years in Training/Skill Development, preferably in Sector Skill Council (SSC.

**Age**
Not more than 40 years as on 30.06.2018

**Job Location:** Initially the position will be based in Delhi but subject to transfer anywhere in India on requirement.

**Compensation:** Comparable with Industry

**No of Positions:** 1

**Roles & Responsibilities:**

- Adequate Knowledge of conduct of training, training delivery etc.
- Should be well versed with Affiliation process of Training Partner/Centre as per NSDC guideline
- Responsible for achieving the affiliation of Training Partner/Centre targets assigned
- Standard Operating Procedures and Quality Assurance Manuals
- Curriculum and content/participant manual design as per NSDC requirement
- Validation/due-diligence of Training programs to ensure quality training
- Supervising and monitoring with regional teams for training activities
- Connect with companies in each state/to ensure maximum placement of trainees
- Region wise annual training target allocation and their achievement
- Responsible for conducting timely Training of Trainers (ToT) program as outlined by NSDC
- Initiate implement and execute the state government Educational projects across India and ensure quality in the trainings for state level projects
- Supervise and coordinate with the State/Regional Team/TP for smooth implementation of the training program with state project
- Handling Training Partners queries and grievance
- Developing and monitoring training delivery mechanisms
- Ensuring training quality and trainee feedback
- Track on Fees collection and payment with Training Partners
- Responsible for design and develop the portal in accordance to different needs of various stakeholders
- Carry out the Skill Gap of the Sector
- Coordinate with the agency or project team for smooth functioning of the Skill Gap Analysis

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- Responsible for preparing the content and information for the Skill Gap Analysis (SGA) reports
- Define Labor Market Information System (LMIS) Framework/Architecture
- Perform LMIS Requirement Analysis, System Analysis and Design
- Program LMIS to be dynamic and interactive
- Populate with real-time content drawn from stakeholders and Maintain LMIS
- Any other roles are assigned from time to time.

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# HYDROCARBON SECTOR SKILL COUNCIL

**Job Title:** Executive (Operations)

**Job Description:**
The candidate will be responsible for day to day operational activities of Hydrocarbon Sector Skill Council in various functions.

**Educational Qualification**
MBA/PG in Management (Minimum 60% marks or equivalent CGPA)

**Work Experience**
The candidate should have minimum 3 years of experience as on 30.06.2018. Candidate having experience in Skill Development/Sector Skill Council (SSC) operations will be preferred.

**Age**
Not more than 35 years as on 30.06.2018.

**Job Location:** Initially the position will be based in Delhi but subject to transfer anywhere in India on requirement.

**Compensation:** Comparable with Industry

**No of Positions:** 1

**The desired skill set includes:**

- Assist, coordinate and implement affiliation, training and assessment activities with different training partners and assessment agencies.
- Ensure that requests or queries from the industry, institutes or trainees are resolved and communicated timely.
- Plan & develop deliverables like, batch scheduling, project execution, support the team of trainers etc.
- Interact with Training providers & institutes on regular basis to ensure that the training smooth conduct in accordance to the guideline laid out.
- Adhere to operational systems, policies and procedures.
- Maintain administrative files and records.
- Standardise the affiliation process to maintain quality in the training process as well as trained manpower.
- Conduct audit checks on the functioning of affiliated institutions and training programmes.
- Manage & maintain relationship with various stake holders.
- Any other roles are assigned from time to time.

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# HYDROCARBON SECTOR SKILL COUNCIL

**Job Title:** Executive IT/FMS (Facility Management Services)

**Job Description:**
The candidate will be responsible for day to day IT activities of Hydrocarbon Sector Skill Council in various functions.

**Educational Qualification**
Masters in Computer Application / Bachelor in Computer Application/ 3 years AICTE approved Diploma in Computer Application.

Preferred hands-on work experience mandatory with all qualifications**.**

**Following Certification shall be preferred;**
MCTS: Microsoft Certified Technology Specialist
MCP: Microsoft Certified Professional

**Work Experience**
The candidate should have minimum 3 years of hands-on experience as on 30.06.2018 in line with Job requirements, candidate with higher relevant experience in maintaining IT Infrastructure in a Training/Skill Development facility in Hydrocarbon Sector will be preferred.

- Proven experience as IT engineer or relevant position. Hands-on experience on all IT, Networking and video conferencing systems (IT Infrastructure include IT/Telecom/Audio Video systems)
- Excellent diagnostic and problem-solving skills
- In depth understanding of diverse computer systems, database and networks
- Good knowledge of internet security and data privacy.

**Age**
Not more than 35 years as on 30.06.2018

**Job Location:** Initially the position will be based in Delhi but subject to transfer anywhere in India on requirement.

**Compensation:** Comparable with Industry

**No of Positions:** 1

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**The desired skill set includes:**

As an IT/FMS executive, following shall be main job responsibilities;

- Assist personnel with installation, configuration and ongoing usability of system hardware and software. Offer daily operations and systems support to personnel. Provide orientation and guidance to users on how to operate new software and computer equipment.
- Installing and configuring appropriate software and functions according to specifications
- Troubleshoot hardware and software issues in person, remotely and via phone
- Conduct daily network backup operations
- As database administrator will be taking care of computerized information systems and data consolidation and ensuring they're performing well related activities in Hydrocarbon Sector Skill Council.

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- Responsible for the performance, integrity and security of databases, networks and computer systems and job includes updating existing databases and building new systems for information.
- Basic hours are 9am to 5pm Monday to Friday, however it's likely that executive can be scheduled on-call in case of any technical problems outside of these hours.
- To set up workstations with computers and necessary peripheral devices (routers, printers etc.). Must have hands-on experience on routers and switches and networking protocols.
- Organize and schedule upgrades and maintenance of systems.
- Perform troubleshooting to diagnose and resolve problems (repair or replace parts, debugging etc.). Maintain records/logs of repairs and fixes and maintenance schedule

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# HYDROCARBON SECTOR SKILL COUNCIL

**Job Title:** Executive-Finance & Accounts

**Job Description:**
The candidate will be responsible for finance & accounts related activities in Hydrocarbon Sector Skill Council.

**Educational Qualification**
B. Com/M. Com with knowledge on accounting software/audit and taxation.

**Work Experience**
The candidate should have minimum 3 years of experience as on 30.06.2018. Candidate having experience of Skill Development Sector will be given preference.

**Age**
Not more than 35 years as on 30.06.2018

**Job Location:** Initially the position will be based in Delhi but subject to transfer anywhere in India on requirement.

**Compensation:** Comparable with Industry

**No of Positions:** 1

**The desired skill set includes:**

- Manage end to end finance & accounting processes to deliver robust accounting standards.
- Ensure accurate and timely processing of transactions and monthly reporting of financial information.
- Identify critical issues in Accounts dept. and work out with solutions with specified time frames
- Cost management and evaluations; forecasting, MIS Reporting, pricing and benefit strategies; devise annual operating plans.
- Support management decisions for overall business scenarios on short term and long-term plans.
- Audit reporting, benchmarking accounting standards, monitor and review credit management.
- Taxation Management.
- Liaison with Auditors, statutory bodies, Financial Institutions on financial reporting.
- Responsible for set up, establishing & maintenance of all Finance related activities, such as Financial, Accounting, Expense Control, tax matters and General Accounts.
- Monitors and analyse department work to develop more efficient procedures and use of resources while maintaining a high level of accuracy.
- Design and institute budgetary format and Revenue & expenditure reports.

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