

	JOB DESCRIPTION
Prepared by: Deputy Director CR Date:	Approved by Registrar Date: 1/2/2023
Job Title	Head - Skills Factory.
<p>Duties and Responsibilities</p> <ul style="list-style-type: none"> • Must have good experience in the technical field at managerial level / worked as HR manager / Placement officer in the reputed organization. • Must have a strong network with the industries and should have a rich database of industry experts. Should possess excellent networking, marketing, communication, and PR skills. • Shall be able to identify the various skills which are in demand and have a promising future in the industries. Identification of market-driven short/long term skill courses. • Shall be able to establish a strong network with industry professionals for course design and delivery. Maintaining constant interaction with top industry managers (both functional / HR) across the leading companies. • Shall organize/launch the short-term (1week to 3 months) and/or long-term (3-6 months diploma) skill-based courses in collaboration with the industries as per the market requirements. Should have the ability to independently organize and manage events. • Shall organize/coordinate the campus placement drive for all the enrolled students after their course completion. 100% placement assistance shall be given for all the students in reputed organizations/industries. • Must be good in public relations, searching prospect students, admission counseling, arranging seminars/webinars, arranging the on-job training/internship/apprenticeship, etc. Able to reach and attract the students to enroll in the various skill courses launched through social media/marketing/publicity through different media. • Must be able to analyze the enrolled students (strengths and weaknesses), and 	

accordingly shall arrange the required extra training for making them more employable.

Qualifications:

- Engineering graduate with a master's degree in technology/management/engineering from the reputed organization .
- Should have minimum experience of 10 years from the reputed organizations.