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Advertisement matter released in:-

- Dainik Bhaskar of Bhopal & Indore on 18.4.2010;
- Rojgar Nirman on 19.4.2010
- Hindustan Times (Delhi + All India) of 27.4.2010;

Centre for Research & Industrial Staff Performance,
Opp: Manas Bhavan, Shyamla Hills, Bhopal 462 002.



APPOINTMENT

CRISP is an autonomous society established under Indo-German technical co-operation. It is a professionally managed and highly result oriented organization, which has a strong base of more than 500 clients industrial and Government clients throughout the country as well as overseas. CRISP has got various projects on hand to execute within and outside the State of Madhya Pradesh and therefore, it is looking a result oriented, dynamic and matured person as:

ASSISTANT GENERAL MANAGER:

The ideal candidate will have a Doctoral/Post Graduate/Graduate degree in Engineering, Economics, Social Science or relevant subject areas. S/He should have 12-15 years of experience in providing training and consultancy services to Industries/ Public Sectors/Government Departments and organizations and have a strong track record of successfully managing and administering Skill Development projects in the past.

Post graduate management qualification will be an added advantage however the preference will be given to the persons from engineering background if all other criteria are same.

The preferred age group is 40-50 years and experience in working with bilateral/multilateral organizations will be an added advantage. Initially the candidate will be on probation for 1 year. All eligible internal candidates are also encouraged to apply for the position. The detailed Job description can be seen below.

Interested candidates may apply till 5 PM on 30th June 2010 with their latest Resume to hrdrecrut@gmail.com or post it to the address given above.

2. Jobs Description of the post is as follows:-

| | |
|------------------------|--|
| Title | Assistant General Manager. |
| Job Category | Group 'A'. |
| Salary Package. | In the Pay Scale of Rs.37400 – 67000 plus benefits as per CRISP Society norms. |
| Application | Envelopes to be marked "Application for the post of Asst. General Manager". Same should be mentioned in "Sub" if sent through e-mail. |

A. Responsibilities

The incumbent will be mainly responsible for the

- Management of setting up and establishing the Vocational Training Centers and other projects of CRISP within and outside the State of Madhya Pradesh.
- Support the project's/program's initiative to provide professional advice and input to, and to cooperate with a broad range of target groups;
- Innovation and knowledge management as well as transmission of innovation to a wide range of persons, and
- Integration of results and experiences into team efforts and into all relevant groups.

Within this context, she/he fulfils the following tasks :

B. Tasks

- Supervises the development and implementation of project / program plans and activities ;
- Bring innovative and creative ideas in the Projects and their delivery mechanism;
- Contributes to preparation and implementation of the consultation process, the project 's / program's activities, and efforts in the identified regions;

- Assists in defining terms of reference, selection, and supervision of contracted third parties in carrying out project/program's activities, and efforts in the identified regions.
- Assists in defining of reference, selection, and supervision of contracted third parties in carrying out project/program's activities, including performance evaluation.
- Conceptualizes, prepares and implements workshops, seminars, and other events on subjects that are related to the program's / project's field of activities.
- Develops and organizes quality assurance and proposes necessary changes, improvements, and initiatives;
- Monitors project progress, reviews reports and documents concerning the progress of collaborative programs.
- Motivates team members to actively participate in all relevant areas and activities.

Cooperation:

- Co-operates and ensures regular contacts, dialogues; does PR work and cooperates with local communities, relevant organizations, to enhance and maintain good working relationships.
- Communicates and channels local interests and aspirations and exchanges ideas and information for the benefit of the program.
- Visits to the regions in accordance with the requirement of the projects.

Knowledge Management :

- Develops strategies and technical concepts including guidelines, manuals and procedures, which are ready to be applied;
- Prepares reports and presentation materials;

Management and Coordination Tasks:

- Supports general project planning / develops project designs, including preparation, organization and moderation of planning exercises, implementation, management, monitoring, quality management, evaluation, communication, and documentation;
- Monitors operational budget against funds availability for the different program components and projects;

C. Other Duties / Additional Tasks :

Managerial Responsibility:

- Strong leadership, team building and inter personal relationship skills;
- Responsible for the management of personnel, finances and infrastructure of the entrusted area of activity;
- Gives professional advice and guidance to project / programme personnel.
- Plans, coordinates and organizes within the project team.

D. Required Entry Qualifications and Competencies:

- Doctoral / Post graduate / graduate degree in Engineering, Economics, Social Science or relevant subject areas. A post graduate management qualification will be an added advantage however the preference will be given to the persons from engineering background if all other criteria are same.

Professional Experience:

- Minimum 12 years of relevant work experience in providing training and consultancy services to Industries / Public Sectors / Government Departments and organizations.
- Strong track record of successfully managing and administering Skill Development projects in the past.
- Working experience in Multilateral / Bilateral International agencies relevant to the field will be preferred.

Further Knowledge:

- Excellent command on MS Office;
- Good English language skills;
- High social competence &
- Excellent communication skills.

E. Reports to : The Chief Executive Officer.