

Project Manager Post - Job Description

The Project Manager is primarily responsible for the successful planning and operations of long term and short-term projects of KGMSDC Society and oversee the operational management of all the Karnataka German Technical Training Institutes (KGTTIs). Project manager will support the Joint Secretary, KGMSDC for all technical inputs, including specifications of lab equipment and layouts, design of competency-based curriculum, training need identification, skill assessment and quality systems, mobilizing inputs by national & international experts and trainings of KGTTI Staff. The candidate should have a strong commitment to the project and is expected to have familiarity with Training Institutes, vocational and technical training and passion for human resource development. S/he must have an outstanding performance record, management skills, and the ability to work collaboratively and independently and must be result-oriented.

Qualification, Experience and Essential Knowledge

Qualification

Essential: Post Graduation Degree in any discipline of Engineering with consistent Academic Record.

Desirable: Management Course from top Management Institutes is preferred.

Professional experience:

Essential:

- ☞ A highly committed individual with at least 15 years' professional working experience in managing people and stakeholders in large organizations or institutional set-up;
- ☞ Should have experience of operating large programs, Government/Private or otherwise in India or abroad including monitoring, evaluation, research and partnerships. Experience in training operations, education operations would be preferred.
- ☞ Deep understanding of the education and skill development sector in India including policies, practices and initiatives of government, industries and civil society organizations. Exposure to international good practices in skill development including connections with leading agencies in skill development would be preferred.
- ☞ Proven working experience in Project Management with National and International Institutions is a must.
- ☞ Must have experience of working closely with Ministries, State Governments and PIAs for project implementation
- ☞ Candidates with proven record of achievements in industries and should have an experience at senior levels in project planning and implementation.

Desirable:

- ☞ Preference will be given to candidates having blended experience of National and State level project implementation in Capacity Building and Skill Development.

Additional competences:

- (a) Strong leadership, management and communication skills.
- (b) Strong ability to work as part of a team and actively pursuing networking
- (c) Excellent command of MS-Office and experience in knowledge transfer.
- (d) Excellent knowledge of written and spoken English skills.

Scale of Pay

Salary will be at par with Industry Standards. The Consolidate pay of Rs.150000/-p.m. plus allowances and Employer PF Contribution

Age Criteria

Upper age limit is 53 years as on 31 July 2024

Role responsibilities/ functions

KGMSDC Society is seeking a dedicated Project Manager who will leverage strong leadership skills and innovative approach to business to lead the team of high-performing professionals in achieving efficiency, productivity, and effectiveness. The project manager must be constantly redefining his/her role to fulfill the Society's Vision. To ensure the smooth operation of the company and the delivery of high-quality training programs and activities, the Project Manager must be a full-time functionary with exclusive responsibility. The Project Manager will focus on implementing strategies into daily operations to meet institutional objectives. The ideal candidate will have extensive industry and institutional experience which fosters a unique blend of business acumen and management expertise. Proficiency with project management practices, policies, and procedures is essential for this role.

Key Result/Performance Area (KRA/KPA)

- ☞ Establish various systems across all the institutions under the KGMSDC society that includes HR, Admin, Business Development, Finance, Training and selection of trainees.
- ☞ Develop and implement comprehensive project plans, ensuring alignment with organizational goals and timelines.
- ☞ Efficiently allocate and manage resources, including personnel, budget, and equipment, to optimize project outcomes.
- ☞ Manage project budgets effectively, ensuring expenditures stay within approved limits and financial objectives are met.
- ☞ Achieve high levels of client satisfaction by delivering projects that meet or exceed expectations
- ☞ Implement lessons learned and best practices from completed projects to enhance future project performance and processes.

The Roles and responsibilities/ functions of above position/personnel shall be broadly as under:

A. Technical Functions:

- Oversee the day-to-day operations of the society and KGTTIs, ensuring efficient and effective functioning. Monitor and evaluate the performance of the institutes, implementing improvements as needed.
- Develop and implement strategic plans for the society and its institutes, including the planning and establishment of training labs, equipment procurement, and installation. Supervise the development and implementation of project plans and activities.
- Design, develop, and continually refine competency-based curriculums and training materials in consultation with industry partners. Align and upgrade curriculums to meet NSQF requirements and prepare question banks for each course.
- Implement quality assurance measures, develop standards of procedure (SoPs), and propose necessary changes.

- Establish and maintain relationships with local industries, industry associations, and national/international experts for training courses and curriculum development. Promote greater involvement of local industry in TVET and skill development.
- Organize and conduct training programs for trainers and trainees, including identifying training needs and developing capacity development programs. Provide international expert support in methodology, technical teaching, and best practices in TVET.
- Assist in the recruitment and training of trainers and other staff, including organizing training programs in India and abroad.
- Manage the procurement process for infrastructure facilities, equipment, and machinery, including preparing technical specifications, tender documents, and evaluating bids. Oversee the installation and commissioning of furniture, equipment, and machinery, verifying invoices and recommending payments.
- Support the operationalization of full KGTTI facilities and management information systems, ensuring they are fully functional and meet the needs of the society.
- Develop and implement marketing strategies, placement systems, performance evaluation systems, and incentive schemes.
- Establish relationships with local businesses and industries to ensure trainee placements and develop career counselling and guidance methodologies.
- Assist the Joint Secretary, KGMSDC Society in organizing governing committee meetings and ensuring financial self-sustenance of the training centres through responsible marketing activities and earning back recurring costs.
- Oversee agencies/vendors involved in construction, training of trainers, project implementation, manpower management and any other society task.
- Ensure all project deliverables meet the highest standards of quality by defining and documenting clear criteria aligned with organizational goals and client expectations. Implement robust quality control processes, including regular inspections, audits, and testing throughout the project lifecycle.
- Integrate meticulous planning with vigilant budget oversight to balance quality, cost, and time constraints. Promote efficient resource allocation and proactive risk management to achieve project success within defined parameters.

B. Finance Functions:

- Optimize the utilization of project funds by developing and implementing effective financial strategies to ensure cost-efficiency and resource allocation in line with project objectives.
- Implement robust finance procedures and introduce innovative methods to enhance transparency and accountability in financial operations
- Ensure strict adherence to financial norms and compliance with regulatory standards throughout all institutions and project operations.
- Establish and enforce audit procedures to ensure comprehensive compliance and accountability in financial operations.
- Maintain meticulous financial records, including the preparation and submission of monthly accounting statements and annual audited financial statements

C. Project Management Functions.

- Develop and implement comprehensive project plans aligned with organizational goals, ensuring timely completion of all project phases.
- Efficiently allocate and utilize resources, including personnel, equipment, and materials, to optimize project outcomes and minimize costs.
- Build and maintain strong relationships with key stakeholders, including clients, team members, and external partners, to ensure project alignment and support.

- Identify potential project risks and develop mitigation strategies to address issues proactively, ensuring project continuity and success.
- Implement rigorous quality control processes to ensure all deliverables meet the highest standards and adhere to specified requirements.
- Manage project budgets effectively, monitoring expenditures to ensure they stay within approved limits and meet financial objectives.
- Track project progress using key performance indicators (KPIs) and metrics, making data-driven decisions to improve efficiency and effectiveness.
- Introduce innovative methods and best practices to enhance project transparency, accountability, and overall performance.
- Ensure compliance with relevant regulations and standards and prepare detailed project reports for senior management and stakeholders.

D. Personnel and Administrative Functions:

- Lead, mentor, and develop team members, fostering a collaborative and productive work environment that encourages professional growth and high performance.
- Oversee the recruitment, selection, and on-boarding of project personnel, ensuring that the team has the necessary skills and expertise to achieve project objectives.
- Implement performance evaluation processes, set clear goals and expectations, provide regular feedback, and address performance issues promptly to maintain high standards.
- Identify training needs and facilitate continuous learning opportunities for team members to enhance their skills and keep up with industry advancements.
- Manage administrative tasks such as scheduling meetings, preparing reports, maintaining project documentation, and ensuring compliance with organizational policies and procedures.
- Implement performance evaluation processes across all KGTITs, set clear goals and expectations, provide regular feedback, and address performance issues promptly to maintain high standards.
- Address and resolve conflicts within the team promptly and effectively, promoting a harmonious and productive work environment.
- Ensure optimal allocation and utilization of human resources, balancing workloads and assigning tasks based on team members' strengths and project needs.
- Ensure adherence to organizational policies, procedures, and legal requirements, and implement any necessary changes to maintain compliance and operational efficiency.
- Shall discharge all such other duties and functions identical to his/ her cell but not specifically covered above or delegated to him/ her from time to time by KGMSDC Society.

Type of Appointment

The incumbent will be under Full-Time contract for a period of four years initially but can be extended based on the exemplary performance and achievements made.

How to apply

- ✉ Please send your application not exceeding 200 words stating the competence and suitability for this position, current CTC and availability in terms of date of joining.
- ✉ CV - maximum 2 (two) pages in PDF format.
- ✉ Please note, due to the large number of applications, only shortlisted candidates will be contacted.

To **jseckgmsdc@gmail.com** with the subject line Application for the Post of Project Manager

CHECK-LIST		
S.No	Check	Correct
1	A Write up not exceeding 200 words	<input type="checkbox"/>
2	Application Format duly filled	<input type="checkbox"/>
3	CV (maximum 2 Pages) – PDF format	<input type="checkbox"/>
4	Age is not above 53 Years as on 31 July2024	<input type="checkbox"/>
5	Minimum Experience is 15 Years (Industry + Training, if any)	<input type="checkbox"/>
6	Have enclosed the qualification certificates	<input type="checkbox"/>

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