



JOB DESCRIPTION

Inviting applications for the **ROLE** Cluster Head – Training & Operations

Reports to	Regional Manager
Role Objective	To impart entire center and monitor the student life cycle for ensuring standard outcome
Responsibilities In this role, you will be responsible for:	<ul style="list-style-type: none"> ▪ Planning and strategizing the operations (Projecting the number of NGO partnerships, Manpower) ▪ Plan and mentor the Trainers in initiating batches at centers. ▪ Plan/update the Manpower Requirements and ensure optimum utilization of the existing resources by working closely with the Training Manager. ▪ Responsible for overall implementation of program in the areas of work / states assigned within the given framework of program guidelines. ▪ Monitor Trainers activities as per the Lesson Plan. ▪ Market Feasibility study for implementing various courses. ▪ Monitor Student Attendance and Dropout Percentage, Curriculum coverage, Students/Alumni/Parents meet, Placement ratio. ▪ Explore new prospective Areas. ▪ Assist the Training Head in overall program implementation and management of Centers spread in the respective Zone. ▪ Providing guidance and support to Trainers for smooth implementation of the program. ▪ To coordinate and seek support from other departments/line authority so as to provide timely support to the Training team. ▪ Conducting Periodical checks across the Area to ensure the Quality work. ▪ Motivating & building the Training Team. ▪ Ensure strict adherence to the processes laid through field visits, and orientation programs at the Centre level. ▪ Apprise Management about Training & Placement Status through Batch reports.
Desired profile	<ul style="list-style-type: none"> ▪ Graduate Post Graduate in any discipline ▪ 8 years of experience in skill development industry of which 3b years must in distributed team management. ▪ At least 3 years of experience in donor funded skilling operations ▪ Strong Interpersonal skills; Should demonstrate patience & perseverance ▪ Should be able to counsel students ▪ Must have the inclination towards society and working for marginalized community ▪ Prior experience as a Center Head in skill development projects will be an added advantage. ▪ Student Enrollment for the course/batch ▪ Student Placement for the course/batch.

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