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OR

Kindly go to the Notice/Tender Section of Kasuhalya.mahaswayam.gov.in

State Skill Development Mission (SSDM), Project Coordinator - Roles & Responsibilities

State Skill Development Coordinator (SSDC) roles and responsibilities can be derived. It is proposed that SSDC should report to State Skill Development Mission(SSDM), Mission Director (Maharashtra State Skill Development Society) assisting them in daily/ routine planned activities:

Advocacy & Awareness (IEC & BCC)

- To connect youth or aspirants with the mission through development of mass media and other material for skills development awareness or programs.
- To organise campaigns at State level for creating awareness regarding the skill mission.

Planning

- To assist in preparation of development of annual State Skill Developments Plans (SSDP) covering both long term and short term objectives/ skilling targets (with particular emphasis on inclusion of women and other marginalized groups) under supervision & guidance of (SSDM), Mission Director To assist in implementation of policies, guidelines, rules and regulations set up for Skill development Schemes at the State level.
- To coordinate and support District Skill Development Coordinator (DSDC) with different Departments to identify the demand supply for manpower in the State, under guidance of (SSDM), Mission Director.
- To coordinate and support DSDC for development of annual District Skill Development Plans (DSDP) covering both long term and short term objectives/skilling targets (with particular emphasis on inclusion of woman and other marginalised groups).
- Implementation of policies, guidelines, rules and regulations for skill development mission at the District level.

Job Roles and Course / Curriculum Management

- Promotion of vocational training to enable employability and/or growth opportunity through skilling/re-skilling/up-skilling.

Mobilization & Counselling

- Engagement with PRIs, ULBs, NGOs etc. to promote mobilisation towards skilling.
- Coordination & engagement with PRIs, ULBs , NGO's etc to promote mobilization towards skilling.
- Assist in conducting counselling sessions/ camps to promote awareness.

Industry engagement & Entrepreneurship

- Engagement with public sector and private sector entities that would include companies, PSUs, industries, educational institutes etc
- Coordination with different department, industries, public and private entities for placement of skilled manpower
- Organising employment fairs
- Tracking of trainees post placement
- Document and verification of the placement data
- Inclusion of on-job training/apprenticeship in the training programme
- Facilitate overseas employment of skilled persons
- Prepare database of skilled persons who have been employed in other countries
- Entrepreneurship development including training, backward-forward linkages and mentoring
- Coordination with industry and organizing employment fairs/camps, under guidance of (SSDM), Mission Director.
- Tracking of trainees post placement
- Coordination with local industries/ organization for on-job training/apprenticeship at the State level.
- Assist and coordinate for entrepreneurship development including training, backward-forward linkages and mentoring, under guidance of (SSDM), Mission Director.

Monitoring & Evaluations and MIS

- Institutionalising mechanism for capturing demand and supply side data.
- Identify the labour market trends (covering both formal and informal sector).
- Managing an IT enabled system (MIS) which would be able to collect, process and analyse data.
- Assist in enduring the mechanism for capturing demand & supply side data is implemented as per strategy plans.
- Ensuring preparation & implementation of MIS as per instructions.
- Provision for coordinating, collating and producing data for developing district plans, under guidance of.
- Coordinating & sharing the scheme wise MIS monthly/ quarterly reports to Skill Mission/ Project Officers, under guidance of.

- Assisting DSDO Head in assessing & monitoring scheme wise performance/ identifying challenges / proposing solutions in collaboration with Skill Mission/ Project Officers & PMU.

Financial Management

- Allocation of targets and budgets across different training programmes.

Administration and Staff Management

- Capacity building of mission teams (State/UT/District/Block/Village and others) by conducting/organising training and conference / workshops.
- Infrastructure development and strengthening for training centres (both new and existing centres)