

Centre Manager, Tata STRIVE

Tata STRIVE, is a group wide skill development initiative, launched recently aiming to develop **Employability, Entrepreneurship** and community **Enterprise** capabilities. This initiative would involve mobilizing youth (18 – 35 years) from under-served communities, training them on demand driven vocational skills along with integrated life-skills to empower them for a brighter future.

Designation	Centre Manager – TSSDC
Openings	1
Objective	The objective of the role is to manage the Tata STRIVE Skills Development Centre (TSSDC) and ensure smooth running of the training programs with complete participation and engagement of multiple internal and external stakeholders. This person will have to manage the program end to end and deliver time bound, target based outcomes. He will be responsible to meet the overall deliverables by utilizing the support of existing internal systems and resources while maintaining the Tata STRIVE standards. His objective is to convert the TSSDC as model centre for skills development in the rural areas by maintaining STRIVE standards of operations.
Major Deliverables	<ul style="list-style-type: none"> • Managing the TSSDC end to end including mobilization and placement of students • Hiring and managing the manpower resources in the centre • Setting up and executing the operations of the centre end to end • Ensuring time bound training as per the prescribed curriculum and content • Ensuring training and motivation for the trainers and administrative staff • Responsible for internal project monitoring and reporting to corporate office • Single point of Contact for project management activities which includes Time Sheet, Commercial, Contracting, Reports, Reviews and Presentations • Prepare work charts for the TSSDC team and review the performance of the team • Develop and implement risk mitigation strategy • Guide and lead the TSSDC team by making strategic advices for implementation • Monitor the funds utilization approved as per the plan • Innovate various new models which could help upgrade the skill program • Work with local stakeholders in Government and Private sectors for smooth and effective program implementation • Bring excellency in execution of all processes related to skills development at the centre – From Mobilization to Graduation Ceremony
Reporting To	Head – Programme Execution
Locations	Hyderabad

Essential Attributes	<ul style="list-style-type: none"> • Demonstrate leadership ability, strong team player • Strong written and verbal communication skills (English and Hindi) • Ability to manage multiple priorities, commitments and projects • Explain the various aspects of logical framework approach, budgeting and monitoring. • Guidance and counselling skills • Ability to engage with and influence diverse stakeholders such as local Government, local Tata company, local industry, NGOs, University and colleges • Strong presentation, negotiation and report preparation skills
	<ul style="list-style-type: none"> • Ability to identify the gaps to upgrade the institution • Ability to benchmark with the world class institutes and apply the learning from there • Self-motivated, directed and passionate about the work and the program • Willingness to work in semi-urban or rural areas
Desired Attributes	<ul style="list-style-type: none"> • Advanced computer literacy and proficiency in Microsoft Office (MS Word, PowerPoint, Excel, etc.) • Experience of project management, program management, preferably in education and vocational education space • Proper understanding of the Skill Development scenario within the state
Qualification	<ul style="list-style-type: none"> • Any graduate • MBA – Preferred
Desired Experience(years)	Min 8-10 years of work experience and 2-3 years in skills development
Contact Person	Kapila Thakur (Kapila.thakur@tatasustainability.com)