

**YDM/ Centre Manager – Uri (Kashmir)**

Tata STRIVE, is group wide skill development initiative, launched recently aims to develop **Employability, Entrepreneurship** and community **Enterprise** capabilities, with an ambitious target of creating a **capacity of skilling youth**. 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	YDM/Centre Manager – Uri (Kashmir)
Openings	1
Objective	To ensure smooth day to day centre operations and deliver training as per Tata STRIVE Standards
Major Deliverables	<ul style="list-style-type: none"> <li>i. <b>Stakeholder Management:</b> Identify key internal and external stakeholders and proactively engage with them to create a value proposition for the centre and preparation and dissemination of accurate reports on timely basis.</li> <li>ii. <b>Capacity Utilization:</b> Ensure the optimal centre capacity utilization by ensuring the adequate mobilization for each classroom and create a pipeline for subsequent batches by driving mobilization teams.</li> <li>iii. <b>Quality Assessment:</b> Collaborate with master facilitator and centre facilitators to ensure the quality of training is maintained at all times as per Tata STRIVE standards.</li> <li>iv. <b>Human Resource Management:</b> Maintain adequate work force at the centre as per budget and ensure minimal attrition by creating conducive work environment at the centre. Collaborate with Facilitator development team and HR to support professional development of facilitators and administrative staff.</li> <li>v. <b>Placement:</b> Support the placement process on an ongoing basis by strengthening the relationship with existing partners and identifying new partners for meeting placement targets at all times.</li> <li>vi. <b>Financial Management:</b> Manager Centre finances within budgets including petty cash management as per finance guidelines.</li> <li>vii. <b>Administration:</b> Monitor day-to-day centre administration, which includes vendor management, visitor management and general administration.</li> <li>viii. <b>Facilitation:</b> Demonstrate understanding of employability skills. Complete the sessions as per curriculum framework and within the stipulated time of the course. Create and maintain a positive and learning environment. Conduct Assessments.</li> </ul>
Reporting To	Regional Lead - North
Location	Uri (Kashmir)

Essential Attributes	<ul style="list-style-type: none"> <li>• Demonstrate leadership ability, strong team player</li> <li>• Strong written and verbal communication skills (English and Hindi)</li> <li>• Ability to manage multiple priorities, commitments and projects</li> <li>• Explain the various aspects of logical framework approach, budgeting and monitoring.</li> <li>• Guidance and counselling skills</li> <li>• Ability to engage with and influence diverse stakeholders such as local Government, local Tata company, local industry, NGOs, University and colleges</li> <li>• Strong presentation, negotiation and report preparation skills</li> <li>• Ability to identify the gaps to upgrade the institution</li> <li>• Ability to benchmark with the world class institutes and apply the learning from there</li> <li>• Self-motivated, directed and passionate about the work and the program</li> </ul>
Desired Attributes	<ul style="list-style-type: none"> <li>• Proficiency in Microsoft Office (MS Word, PowerPoint, Excel, etc.)</li> <li>• Proper understanding of the Skill Development scenario</li> </ul>
Qualification	<ul style="list-style-type: none"> <li>• Any graduate</li> </ul>
Desired Experience(years)	Min 5-8 years of work experience and 2-3 years in skills development & in training