

**JOB DESCRIPTION FOR VARIOUS POSTS OF MzSMMU
OF MzSEDM UNDER THE PROJECT SANKALP**

Sl. No.	Name of Post	No. of Post	Approximate Remuneration	Duration of Engagement
1	Mission Manager, Policy & Planning	1	35,000/- per month	1 year
2	Mission Manager, Finance	1	35,000/- per month	1 year
3	Mission Manager, MIS	1	35,000/- per month	1 year
4	MTS	2	14,000/- per month	1 year

Minimum Qualification and Description of Duties:

1. Mission Manager, Policy & Planning: B.E/B.Tech from AICTE recognized College/Intitute. Minimum of 1 (one) year work experience in centrally funded schemes with fluency in English is highly preferable.

Brief Description of Duties:

- i. Development and implementation of strategy, policy, guidelines rules and regul ations for skill development mission in the state, and regular up-dation of these on periodic basis or as per requirement.
- ii. Preparation of annual skill development plans (SSDP) covering both long term and short term objectives/skilling targets (with particular emphasis on inclusion of women and other marginalized groups)
- iii. Coordination with national level entities (MSDE, NSDA, NSDC and DGT) regarding state skill mission.
- iv. Coordination with different departments in Mizoram to identify the demand and supply of manpower in the state of Mizoram
- v. Necessary reforms in existing educational system for seamless integration of vocational education into formal education system.
- vi. Coordination with NSDA and Sector Skill Councils (SSCs) for adoption of new job roles.
- vii. Development and finalization of courses, syllabus, fees and other arrangements for the training programmes.
- viii. Standardization of courses/curriculum in line with quality parameters and market demand.
- ix. Integration of training programmes with NSQF, and common norms.
- x. Promotion of vocational training to enable employability and/ or growth opportunity through skills skilling/ re-skilling/ up-skilling.
- xi. Engagement with PRIs, ULBs, NGOs etc. to promote mobilization towards skilling.
- xii. Conducting counseling sessions/ camps to promote awareness.

2. Mission Manager, Finance : M.Com/B.Com/MBA/BBA from recognized University and minimum of 1 (one) year experience in Accounts Management under Govt. /Private undertaking Sector. Knowledge of Mizo language upto VIIIth Standard.

Brief Description of Duties:

- i. Development of financial guidelines for the mission. Budgeting and financial management of the mission as per these guidelines.
- ii. Allocation of targets and budgets across different training programmes.
- iii. Maintenance of accounts (income and expenditure) in accordance with the financial guidelines.
- iv. Conducting audits of the financial accounts.
- v. Procurement of goods and services for the mission.
- vi. Engagement with Public sector and private sector entities that would include companies, PSUs, industries, educational institutes.
- vii. Coordination with different departments, industries, public and private entities for placement of skilled manpower.
- viii. Organizing employment fairs.
- ix. Tracking of trainees post placement.
- x. Documents and verification of the placement data.
- xi. Inclusion of on-job training/apprenticeship in the training programmes.
- xii. Facilitate overseas employment of skilled persons.
- xiii. Prepare database of skilled persons who have been employed in other countries.
- xiv. Entrepreneurship development including training, backward-forward linkages and mentoring.

3. Mission Manager, MIS : BE/B.Tech(Computer) from AICTE recognized College/Institute. Minimum of 1 (one) year work experience in Centrally funded schemes with fluency in English is highly preferable.

Brief Description of Duties:

- i. Institutionalizing mechanism for capturing demand and supply side data.
- ii. Review the progress/achievement of the mission and sharing the same in the form of periodic reports.
- iii. Identify the labour market trends (covering both formal and informal sector)
- iv. Enumerate sector-wise annual employment generation capacity in MSME/SEZ/other industries both existing and upcoming.
- v. Conducting research/surveys (like skill gap analysis, labour market trends, tracer studies, and M&E assessments) for the mission.
- vi. Managing an IT enabled system (MIS) which would be able to collect, process and analyze data.
- vii. Use of data for forecasting the demand and supply gaps.
- viii. Designated monitoring teams for periodic inspection of the training centres.
- ix. Identification and database management of trainers, assessors and PIAs.

- x. Mechanism for certification and accreditation of courses as well as training providers in compliance with national frameworks such as NSQF and NOAF.
- xi. Capability building of Trainers/Assessors through exposure to new/upcoming technology and equipment in the industry.

4. Multi-Tasking Staff (MTS) : Class – X with computer knowledge from Govt. approved at least DCA or CCA (6 months).
Brief Description of Duties : Multi Tasking Duties including peon works.

Note: *Applicants should apply only in PRECRIBED Application Form. Applications not complete in all aspects and without supporting documents is liable to be summarily rejected*