

<b>Job Title:</b>	<b>State Level Coordinator</b>
<b>Salary:</b>	<b>6 LPA</b>
<b>Location</b>	<b>Jaipur, Rajasthan</b>
<b>Reporting to:</b>	<b>Project Manager</b>

### About Vision India:

Vision India is a business conglomerate having 3 business verticals- Staffing, Skilling & Advisory Services. With a 32000 strong Associate base and 105+ Indian, MNC and Government of India / State entities proudly listed in our clientele, we are excited to move forward each day working closely with our clients and bringing to life, solutions that create positive ripples for our customers & the associates. We adorn an ISO 9001, ISO 21001:2018, ISO 10002, ISO 26001 and OHSAS 18001 Certifications and sustain unwavering focus on delivering quality services to our Clients enabling them to achieve Business Goals with cost efficacy. The top line growth has been consistent and today, it stands proudly at INR 170 Crore for the year 2020-21. The CAGR has been upwards of 24% over the last 5 years. It's poised for much sharper top line growth in the ensuing years on the back of huge projects commissioned in 2021-22 as well as strong fundamentals on staffing and skilling side.

### Key Responsibilities

- Responsible for delivering following:
- ✓ Provide Technical leadership and facilitate designing of skilling related activities and pilots to be implemented in the mission Provide managerial leadership and facilitate development of annual Mission's work plan
  - ✓ Design a project plan detailing various activities to be performed along for the implementation of various schemes run by RSLDC
  - ✓ Prepare periodic progress reports of detailing tasks completed and issues/ escalations/ risks; Assist the Nodal Officer in overseeing the on- time completion of activities, Training, Publicity, Recruitment, etc.
  - ✓ Coordination with the State Department, SPMU team, training institutes, State Skill Development Mission, State IT Mission and relevant Development partners for effective implementation
  - ✓ Follow-up and facilitate necessary assistance to ensure that, the Mission plan is implemented in project districts in a timely manner
  - ✓ Facilitate dissemination of relevant guidelines, reporting formats, training manuals and other documents relevant to the Mission
  - ✓ Develop a program evaluation framework to identify areas for improvement
  - ✓ Ensure data for indicators on implementation within the results monitoring framework of the project is updated every six months and made available to RSLDC
  - ✓ Support documentation and dissemination of best practices in the Mission and facilitate cross learning on the same across districts.
  - ✓ Support in the preparation of quarterly and annual progress reports.
  - ✓ Develop processes for the smooth roll- out of plan
  - ✓ Assist RSLDC in necessary approvals, inputs and feedback on implementation, monitoring and evaluation of related activities.
  - ✓ Periodically progress detailing completed share reports tasks and issues/ risks, provide escalations/ collate and relevant information as and when required by RSLDC
  - ✓ Monitor and liaise with the State, District and Block to ensure technical support issues are addressed satisfactorily and promptly and that issues are being properly triaged
  - ✓ Guide and support State, District and Block level officials in the usage of ICT- in a timely manner, with quality
  - ✓ Ensure data for the results monitoring framework of the project is updated every six months and made available to the RSLDC
  - ✓ Liaise and coordinate with external stakeholders. Any other activity, identified by the Director, as relevant to the Mission.
  - ✓ Liaison with Industries, employment providers and Training Partners

### Skills Required/Qualification

- PG degree/diploma in Project Management with Minimum 65% marks or B. Tech/BE with at least 65% marks.
- Minimum 15 years of overall experience
  - At least 3 years' experience in Project management, experience of handling manpower related projects with at least 100skilled resources.
  - Extensive experience in training and managing semiskilled manpower in skilling/ survey and project monitoring Experience in large skill implementation schemes in the Government.

- Excellent oral and written communication skills in English and conversant in local language. Good computer skills.
- Experience of working with Government/Government organizations.
- Knowledge of project management techniques.

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To know more about **Vision India Services**, visit us at [www.vispl.co.in](http://www.vispl.co.in)