




Job Description

 Organization:	Capital Goods Skill Council (CGSC)	Unit:	Head Office Based in Delhi
Position:	Chief Operating Officer (COO)		

JOB PURPOSE (why does the position exist, WITH what objectives and WITHIN what limits)

CGSC has been setup by the industry to promote skills development in the Capital Goods Sector. The prime responsibility is to develop the occupational standards to meet industry requirement. In doing so it is important to reach out to as many companies in the sector as possible to seek industry support and disseminate the objectives of CGSC.

The movement forward to fulfil the CGSC mandate will require partnerships, both national and international, to strengthen CGSC to serve the industry better.

The COO is a key position to ensure cost effective and quality assured operation, design and implement business strategies, develop and evaluate procedures to ensure transparency, oversee daily operations, seek new opportunities to expand the work, develop partners capacities to ensure seamless delivery of work / assignments for CGSC. Lead and encourage CGSC team to strive for excellence in every activity, while keeping the organizations interest foremost.

OPERATING NETWORK / INTERFACE

<u>External Interface</u>	<u>Internal Interface</u>
1. MSDE 2. CGSC Governing Council 3. CSGC Advisory Board 4. Industry associations 5. Industry in the capital goods sector 6. Central and State Government Ministries 7. Skill companies/experts – national and international 8. NSDC 9. NSDA	1. CEO CSGC 2. Teams members of CGSC

MINIMUM REQUIREMENTS

Education & Relevant Experience	<ol style="list-style-type: none"> 1. MBA and/or BE Mechanical Engineering / Qualification or Experience in SSCs / Skills eco-system will be an advantage. 2. Minimum 15-17 years of progressive experience in management 3. Experience of working with Government at both Centre and State and understanding of various skill development schemes will be desired 4. Good understanding of NSQF, Occupational Standards, Qualifications, Curriculum and Content development process. 5. Good understanding of assessment processes and evidence collection to manage quality in trainee assessment process. 6. Experience in dealing with both national and international agencies 7. Ability for strategic planning and business development 8. Good understanding of the skills eco-system including quality requirements and gaps 9. Good understanding of the working of key agencies like NSDC and NSDA. 10. Understanding of the Registered Society and related compliances.
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Competencies	
<u>Technical (Knowledge, Skills, Attitude)</u>	<u>Generic Skills</u>
<p>Technical Knowledge & Skills</p> <ul style="list-style-type: none"> • Knowledge and understanding of the national skills ecosystem including role of key ministries and agencies • Knowledge and understanding of Skills ecosystem in manufacturing sector with focus on quality and future skill requirements • Knowledge and understanding of Quality parameters essential to the skills eco-system and ability to draw quality assurance processes to address them. • Excellent in Business Communication • Well versed with use of Social Media • Application of ICT tools to streamline and simplify the work for efficiency and enhanced productivity of team • Eye for detail <p>Attitude</p> <ul style="list-style-type: none"> • People's person, Active listener and Good communication skills • Creative, Go getter with the ability to meet deadlines and 'get things done' • Passionate about working with people, handling the team and impacting the lives of the people at the bottom of pyramid 	<ul style="list-style-type: none"> • Ability to front face with stakeholders as required • Excellent presentation skills, both verbal and written • Ability to effectively deal with large and small groups. • Ability to deal with different internal as well as external stake holders. • Ability to deal with different Government officials and departments at both centre and state level. • Multi-tasking abilities and be able to work both independently and with a group. • Ability to drive and motivate the co-workers and teams to successfully meet all project deadlines • Team Player • Decision making and problem solving
Reporting	This position will report to CEO, CGSC