

**Secretary  
Power Sector Skill Council (PSSC)  
CBIP Building, Malcha Marg, Chankyapuri, New Delhi-1100 021**

Applications are invited for the following posts for Power Sector Skill Council (PSSC) located at CBIP Building, Malcha Marg, Chankyapuri, New Delhi-1100 021..

1. CEO
2. Manager National Occupational Standards (NOS) & Training
3. Manager (Accounts)
4. Executive Secretary to CEO and
5. Accounts Assistant

The posts are meant for Delhi office. The qualifications, job description, salary and other terms & conditions are detailed below. Applications shall be addressed to **Secretary (PSSC)** and reach this office latest by 11.10.2014.

The Business plan Proposal for PSSC is also loaded on the websites of CBIP, IEEMA and NSDC

**Power Sector Skill Council**

# **Job Descriptions**

**CEO and Staff**

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1. CEO
2. Manager NOS & Training
3. Executive Secretary to CEO
4. Manager (Accounts)
5. Accounts Assistant

<b>Job Title</b>	<b>CEO</b>
<b>Organisation Name</b>	Power Sector Skill Council
<b>Job Location</b>	New Delhi
<b>Salary, Tenure, Age</b>	<b>Rs. 1.5 lakhs-2.5 lakhs/month. Tenure: 3yrs. Extendable by 2 years. Maximum age limit as on date of advertisement 65years</b>
<b>Experience Required</b>	Min. 20 years of work experience of which at least 10 years in the training and skill development field, preferably in the Power Sector /allied sector with an in-depth understanding of training skill development and organization building
<b>Reporting to</b>	Governing Board, PSSC
<b>Reported by</b>	Directors at HO + Regional Heads
<b>Qualifications</b>	Post graduate in Business Administration/ /HR. Graduate in Engineering

**Position Summary:** The objective of the role is to lead the Power Sector Skill Council (PSSC) towards operationalising and achieving the business plan and assist the Governing Board to formulate vision and strategy for enhancement of skills and professionalism in the Power Sector industry.

**Key Functions and Responsibilities:**

- Develop Strategy for the proposed Council in line with the Vision set by the key stakeholders and execute the vision by developing strong processes for Strategy, People and Operations for meeting business goals and SLAs from NSDC
- Support Governing Council by adhering to SLAs and project milestones
- Develop and deliver short-term and long-term goals set by the authorised committee both Financial and Non-financial.
- Create and manage the budget -functional & operational
- Identify skill development needs for the labour of the said Industry in order to match the increasing competency standards and qualifications to help business improvement by providing the appropriate skill development solution to industry players
- Align with the business and create a skill development strategy that would positively impact business metrics
- Support research on the current requirement of skill development in the industry, review the supply of skilled personnel, identify shortfall in numbers and skill sets, identify trends and future requirements and benchmark international practices
- Ensure of Train the trainer for vocational schools and industry by getting the competency matrix for the training need validated by the business for building capacity and updating skills of existing workforce

- Help improve the training delivery system, plan, develop and update training modules and impart training to trainers, institutes, and existing industry employees
- Get industry stakeholder engagement through signing of MOUs
- Oversee creation of the content based on the training need and get sign off from the businesses
- Keep up with developments in terms of best in class across industries and the business and educate the team members about the various processes and practices of the business.
- Map the competency of the team members and develop capabilities in terms of business development and training skills.
- Increase the capability of team in research and creation of the right solution by coaching and mentoring.
- Promote Accreditation, examination and certification of training courses at the institutes, besides promoting academies of excellence.
- Ensure Acknowledgement from business on the impact of skill development on business outcomes and improvement in product expansion
- Ensure legal/ statutory compliances, Ensure that the organization delivers In time high quality services and choose lasting Organic growth rather than fast crumbling inorganic growth
- Keep a close watch on compliance with the norms provided by the funding agency while successfully addressing the requirements laid down by the industry.
- Plan and ensure availability of recurrent/exceptional reports of all departments. Analyze these regularly-for trends and patterns with guidance/ assistance from departmental head to take leads from them to run and grow the business more efficiently.
- To map the competency of the team members and develop capabilities in terms of business development and training skills
- Increase the capability of team in research and creation of the right solution by coaching and mentoring.

### **Key skills**

People management skills, Analytical Skills, Knowledge of various disciplines of power sector, key functions etc., Understanding training and business, Strategic thinking, Team work, Achievement orientation, Effective Decision making

<b>Job Title</b>	<b>Manager - NOS and Training</b>
<b>Organisation Name</b>	PSSC
<b>Job Location</b>	New Delhi
<b>Salary</b>	<b>Rs. 0.5 - 0.75 lakhs/month</b>
<b>Experience Required</b>	Minimum 10 years experience of which 5 years should be in designing academic curriculum, skill development and with exposure in competency mapping and development of standards for jobs
<b>Reporting to</b>	CEO
<b>Reported by</b>	Nil
<b>Qualifications</b>	Post graduate in Business Administration/ HR. Graduate in Engineering

**Position Summary:** The objective of the role is to coordinate and guide the efforts of the various agencies in development of Occupational Standards and Training Curriculum for the Power Sector industry under the aegis of PSSC.

**Key Functions and Responsibilities:**

- Execute the PSSC vision by developing strong processes
- Deliver short-term and long-term goals set by the authorised committee
- Identify skill development needs for the labour of the Power Sector industry in order to match the increasing competency standards and qualifications .
- Develop training delivery mechanisms by improvising the training delivery system, developing and updating training modules and impart training to trainers, institutes, and existing industry employees .
- Help crystallize the objectives and desired outcomes of the initiatives/projects.
- Provide inputs based on prior experience in the domain and requirements of the Sector Skills Council (SSC) - bring in deep expertise and experience into play; help benchmark with appropriate standards .
- Create National Occupational Standards (NOS) & competency levels for job roles in the Power sector.
- Research / analysis of occupation needs in the sector and functional analysis of job roles. .
- Bring in a research and analysis mindset - analysis of trends in the skills space (national and global), current challenges, new developments etc. .
- Help coordinate with various stakeholders within the SSC and with other experts.
- Periodic reviews of progress achieved and deliverables submitted by the outsourced partner to assess progress and make course corrections, if required .

- Focus on effectiveness of outcomes while balancing efficiency goals
- Document learnings and create improvement plans for current and future programs .
- Provide inputs to the deployment teams as and when roll out starts in the states .
- Using a consultative approach, design and develop monitoring tools for the programmes.
- Oversee the delivery and quality of content and training
- To map the competency of the team members and develop capabilities in terms of business development and training skills
- Increase the capability of team in research and creation of the right solution by coaching and mentoring.

### **Key skills**

Communication, analytical & problem solving, learning ability, interpersonal skills, dealing with ambiguity, critical thinking, learning ability, team work and Knowledge of various disciplines of power sector, key functions etc

<b>Job Title</b>	Executive Secretary to CEO
<b>Organisation Name</b>	PSSC
<b>Job Location</b>	New Delhi
<b>Salary</b>	<b>Rs. 0.3 - 0.4 lakhs/month</b>
<b>Experience Required</b>	5-7 years experience in handling secretarial work for senior management with good experience in MS office Like MS Word, Excel and Power Point.
<b>Reporting to</b>	CEO
<b>Reported by</b>	Nil
<b>Qualifications</b>	Graduate preferably with diploma in secretarial practice/office management/O or A level course of NIELIT

**Position Summary:** The objective of the role is to provide secretarial, clerical and administrative support in order to ensure that services are provided in an effective and efficient manner to the CEO.

**Key Functions and Responsibilities:**

- Be responsible for calendar management, requiring interaction with both internal and external executives and assistants, as well as consultants, to coordinate executive/organizational meetings.
- Independently respond to routine mails/correspondence/enquiries and assist visitors. .
- Assist the CEO and Dy. Directors with preparation of presentation materials / letters to institutions/govt. bodies/academicians/etc .
- Arrange travel & meeting schedule and reservations for executive management as needed
- Receive, direct and relay telephone messages and fax messages.
- Direct the general public to the appropriate staff member.
- Maintain the general filing system and file all correspondence.
- Assist in the planning and preparation of meetings, conferences and conference telephone calls .
- Maintain an adequate inventory of office supplies.
- Respond to public inquiries

**Key skills**

Communication, learning ability, interpersonal skills, team work, computer skills, time management



<b>Job Title</b>	<b>Manager (Accounts)</b>
<b>Organisation Name</b>	Power Sector Skill Council
<b>Job Location</b>	New Delhi
<b>Salary</b>	<b>Rs.0.5-0.8 lakhs/month</b>
<b>Experience Required</b>	15 Years Experience in Finance and Accounts functions. Experience in Power Sector with adequate exposure to funds and finance management, auditing, accounting system, taxation and instance policy will be preferred. Proper understanding of cost management and international financial market is essential. Should have leadership quality and understanding of basic motivational aspects for fostering result oriented work culture.
<b>Reporting to</b>	CEO, PSSC
<b>Qualifications</b>	CA/ICWA/MBA FINANCE & EQUIVALENT

**Key Functions and Responsibilities:**

- Managing Accounts & Financing Functions as per policies, procedures and guidelines.
- Adherence of organizational procedures related to finance.
- Efficient fund flow and cash flow management and management audit.
- Budgeting and costing
- Receivable Management.
- Active management of financial activities related with contract activities.
- Coordinating an outstanding insurance claim/demurrages-loss cases/departmental advances/bad debts/closing of contract cases.
- Knowledge of direct and indirect taxes

<b>Job Title</b>	<b>Accounts Assistant</b>
<b>Organisation Name</b>	Power Sector Skill Council
<b>Job Location</b>	New Delhi
<b>Salary</b>	<b>Rs.0.3 lakhs/month</b>
<b>Experience Required</b>	5-8 Years Experience at appropriate level Exposure of Financial/Cost accounting. Knowledge of accounting standards. Knowledge of computer.
<b>Reporting to</b>	Manager (Accounts)
<b>Qualifications</b>	Inter-CA/ICWA/SAS/SAE

**Key Functions and Responsibilities:**

- Checking & passing of works bill
- Compiling of data for capitalization
- Checking of estimates
- Budgetary control
- Preliminary administration work
- Compiling of data for MIS
- Proper book-keeping & maintenance of accounts.
- Knowledge of direct and indirect taxes
- Pay Rolls