Centre Manager cum Facilitator, Tata STRIVE
Tata STRIVE is an initiative of the TCIT, aimed at actively bridging the gap between vocational education and industry needs. Tata STRIVE runs various programmes to skill the youth from underprivileged backgrounds enabling gainful livelihood for each aspirant differentiated by its innovations in technology, pedagogy and methodology.

Designation	Centre Manager cum Facilitator
Openings	1
Objective	The objective of the role is to manage the Tata STRIVE Skill Execution Centre (TSEC) and deliver training as per Tata STRIVE Standards, ensure smooth running of the training programs with complete participation and engagement of multiple internal and external stakeholders. This person will have to manage the program end to end and deliver time bound, target based outcomes. He will be responsible to meet the overall deliverables by utilizing the support of existing internal systems and resources while maintaining the Tata STRIVE standards.
Major Deliverables	**Stakeholder Management:** 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. **Capacity Utilization:** 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. **Quality Assessment:** Collaborate with Specialist facilitators and centre facilitators to ensure the quality of training is maintained at all times as per Tata STRIVE standards. **Human Resource Management:** 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. **Placement:** 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. **Financial Management:** Manager Centre finances within budgets including petty cash management as per finance guidelines. **Administration:** Monitor day-to-day centre administration, which includes vendor management, visitor management and general administration. **Facilitation**: 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
Reporting To	Lead – Regional Operations
Locations	Delhi & Chanderia (Rajasthan)

Essential Attributes	• Demonstrate leadership ability, strong team player
	• Strong written and verbal communication skills (English and Hindi)
	• Ability to manage multiple priorities, commitments and projects
	• Explain the various aspects of logical framework approach, budgeting and monitoring.
	• Guidance and counselling skills
	• Ability to engage with and influence diverse stakeholders such as local Government, local Tata company, local industry, NGOs, University and colleges
	• Strong presentation, negotiation and report preparation skills

	• Ability to identify the gaps to upgrade the institution
	• Ability to benchmark with the world class institutes and apply the learning from there
	• Self-motivated, directed and passionate about the work and the program
	• Willingness to work in semi-urban or rural areas
Desired Attributes	
	• Proficiency in Microsoft Office (MS Word, PowerPoint, Excel, etc.)
	• Experience of project management, program management, preferably in education and vocational education space
	• Proper understanding of the Skill Development scenario within the state
Qualification	• Any graduate
	• MBA – Preferred
Desired Experience(years)	Min 6-8 years of work experience and 2-3 years in skills development