



ODISHA SKILL DEVELOPMENT AUTHORITY (OSDA)

**NiyojanBhawan, Kharvela Nagar, Sriya Square
Bhubaneswar-751001.**

(E-mail-ID: career.osda@gmail.com)



REQUIRES QUALIFIED PROFESSIONALS IN FOLLOWING POSITION(S)

S.No	Post	Position(s)	Last date
1.	Chief Knowledge Officer	01	24 Dec 2019
2.	Chief Marketing Officer	01	24 Dec 2019
3.	General Manager (Training Operations & Industry Partnerships)	01	17 Dec 2019
4.	General Manager (Learning & Quality Assurance)	01	17 Dec 2019
5.	Procurement Specialist	01	17 Dec 2019

Odisha Skill Development Authority invites application for above mentioned positions on contractual basis. For details regarding eligibility criteria, qualification, experience, terms and conditions and other information relating to these positions including proforma for resume can be downloaded from <http://skillodisha.gov.in>. Salary no bar for deserving candidates. The date for submission of application for positions mentioned at serial 3, 4 and 5 (notified on 20 Nov 2019) has been extended till 17 Dec 2019. To apply, email your resume with photograph and current CTC alongwith two references at career.osda@gmail.com.

Director of Employment –cum-Chief Executive Officer, OSDA

Chief Knowledge Officer, Odisha Skill Development Authority

Role Title	Chief Knowledge Officer, Odisha Skill Development Authority
Role Purpose	<p>The Chief Knowledge Officer will:-</p> <ul style="list-style-type: none"> (i) Develop, support and facilitate knowledge and information management related to implementation of the World Skill Center project as well as the other projects of Odisha Skill Development Authority, including documentation of all key activities and learning points and producing knowledge products accordingly in order to facilitate replication of good practices and learning; (ii) Identify, develop and implement modules for capacity development activities, including training courses, seminars and workshops through a comprehensive consultation process with appropriate stakeholders to ensure that the modules identified/ adapted and/or developed are based on current policies and needs of the OSDA.
Reports to	<ul style="list-style-type: none"> • Chief Executive Officer, Odisha Skill Development Authority
Key Areas of Responsibility and Accountability	
1.	<p>Responsible for developing, supporting and facilitating knowledge and information management related to implementation of the, including documentation of all key activities and learning points and producing knowledge products accordingly in order to facilitate replication of good practices and learning.</p> <ul style="list-style-type: none"> (a) Develop and implement the Knowledge Management plan for OSDA (b) Ensure effective process of collecting and disseminating lessons learnt from workshops, seminars or trainings organised or attended by the OSDA's officials as well as other relevant sources; (c) Conduct research, document and generate knowledge materials to be published in both web-based and printed forms; (d) Analyse collected lessons learnt and provide recommendations for best practices in improving overall operation of the OSDA; (e) Work closely with Technology Officer in enriching and updating web page of the OSDA; (f) Play a key role in knowledge integration and dissemination, as well as introducing new tools and technology that can enhance the function of the OSDA; (g) Establish effective networking with relevant networks, organisations and other partners in developing knowledge products related to the skill Development
2.	<p>Identify, develop and implement curriculum and modules for capacity development activities, including training courses, simulation exercises, seminars and workshops through a comprehensive consultation process</p>

with appropriate stakeholders to ensure that the modules identified/adapted and/or developed are based on current policies and needs of the OSDA.

- (a) Identify the training needs, develop training modules/curriculum and support the organisation of the capacity building activities;
- (b) Conduct evaluation on the conduct of the capacity building activities, and use the evaluation result as basis to improve the existing programmes, SOPs, modules, handbooks, guidelines, and manuals;
- (c) Establish effective networking with relevant networks, organisations and other partners in planning and organising knowledge events related to skills including skill competition;
- (d) Develop and maintain a database that consists of, among others, trainers, speakers, resource persons, and training providers;

Qualification, Experience & Essential Knowledge

- Preferably Master’s degree in Technology/Social Science with at least ten (10) years of work experience with proven track record and exposure to knowledge management and capacity development;
- Exposure working in a Knowledge Management Profile in a government and/or international organisation;
- Experience in managing a broad range of activities with various international organisations, partner institutions and stakeholders;
- Knowledge of Skill Development will be an advantage; Ability to connect the concepts to the practices and applications on skill issues;
- Good skills in capturing, analysing, managing, retrieving and disseminating information effectively using appropriate information systems;
- Good skills of developing a training curriculum through consultations with various stakeholders;
- Good skills in developing a variety of written materials for audiences with different levels of understanding to the materials or subject matters presented;
- Good knowledge and understanding of information and communications technology;
- Excellent computer skills, including developing graphics for presentation materials; and
- Good command of the English language, both spoken and written

Technical Competencies

- Knowledge of developing, supporting and facilitating knowledge management.
- Knowledge for developing and implementing curriculum and modules for capacity development activities

Behavioural Competencies

- Team management
- Monitoring skills
- Communication and partnership skills
- Flexibility and Adapability

Language requirements

- The job demands speaking English, Hindi and preferably Odia
- The job demands reading and writing ability in English and preferably in Hindi and/or Odia

Chief Marketing Officer, Odisha Skill Development Authority

Role Title	Chief Marketing Officer, Odisha Skill Development Authority
Role Purpose	<p>The Chief Marketing Officer will:-</p> <p>(a)Responsible for the development and execution of marketing and advertising campaigns for the Odisha Skill Development Authority aligned with the mission and vision.</p> <p>(b)Responsible for managing all marketing operations, assessing and improving existing initiatives and devising new strategies to further strengthen the Brand “Skilled-in-Odisha” in Global Market.</p>
Reports to	<ul style="list-style-type: none"> • Chief Executive Officer, Odisha Skill Development Authority
Key Areas of Responsibility and Accountability	
1.	<p>Responsible for the development and execution of marketing and advertising campaigns for the Odisha Skill Development Authority aligned with the mission and vision. Chief Marketing Officer (CMO) will have following duties and responsibilities:</p> <p>(h)Set marketing goals and objectives</p> <p>(i) Create, Plan and present the annual marketing plan and strategy</p> <p>(j) Implement and manage marketing strategy</p> <p>(k)Review and manage content for marketing strategy</p> <p>(l) Determine KPIs in marketing for Odisha Skill Development Authority</p> <p>(m) Track KPIs on a regular basis and present reports</p> <p>(n)Use data and reports to make evidence-based decisions</p> <p>(o)Design, plan and execute effective marketing campaigns for different</p>

	channels and stakeholders
2.	<p>Responsible for managing all marketing operations, assessing and improving existing initiatives and devising new strategies to further strengthen the Brand “Skilled-in-Odisha” in Global Market</p> <p>(e) Contribute to the overall growth of the brand “Skilled-in-Odisha”</p> <p>(f) Conduct market research and peer competitor profiling using data analysis</p> <p>(g) Planning, implement and overseeing all marketing and advertising campaigns including social media.</p> <p>(h) Growing and developing in-house team</p> <p>(i) Building a network of reliable external agencies and marketing professionals</p> <p>(j) Liaison with various stakeholders to align objectives</p> <p>(k) Contributing to new initiatives of the OSDA</p> <p>(l) Budget Management</p>

Qualification, Experience & Essential Knowledge

- Preferably Master’s degree in Marketing with at least ten (10) years of work experience with proven track record and exposure to Marketing Strategies;
- Exposure working in a CRM and SEO tools like Google Analytics, Google Adwords, HubSpot, WebTrends, Salesforce, etc.in a government and/or international organisation with in-depth knowledge of big data analysis.
- Experience in managing a broad range of activities with various international organisations, partner institutions and stakeholders;
- Knowledge of Skill Development will be an advantage; Ability to connect the concepts to the practices and applications on skill issues;
- Good skills in capturing, analysing, managing, retrieving and disseminating information effectively using appropriate information systems;
- Good skills in developing a variety of written materials for audiences with different levels of understanding to the materials or subject matters presented;
- Good knowledge and understanding of information and communications

technology;

- Excellent computer skills, including developing graphics for presentation materials; and
- Good command of the English language, both spoken and written

Technical Competencies

- Knowledge of Marketing Management.
- Knowledge of Brand Management

Behavioural Competencies

- Team management
- Monitoring skills
- Communication and partnership skills
- Flexibility and Adapability

Language requirements

- The job demands speaking English, Hindi and preferably Odia
- The job demands reading and writing ability in English and preferably in Hindi and/or Odia