

IHUB ANUBHUTI-IIITD FOUNDATION

(A Section 8 Company Promoted by IIIT-Delhi)

Adv. No.: iHub-Anubhuti/2023/Hiring/28

Date: 30/11/2023

Advertisement inviting applications for the ‘Skill Development Manager’

IHUB ANUBHUTI-IIITD FOUNDATION (iHub-Anubhuti), is a Section-8, Not for-profit Company at Indraprastha Institute of Information Technology Delhi (IIIT-Delhi) under the National Mission on Interdisciplinary Cyber Physical Systems (NM-ICPS) of the Government of India. It is a Technology Innovation Hub supported by Department of Science and Technology (DST), Govt. of India. iHub Anubhuti has been set up to create a collaboration between industries, academic institutions and government agencies to innovate and develop data-driven cognitive computing solutions.

iHub Anubhuti is a hub of Research, Entrepreneurship, and Innovation in the area of Cognitive Computing & Social Sensing.

iHub Anubhuti is looking to hire an individual for the Skill Development Manager position and invites applications for the same.

Job Title: Skill Development Manager

No. of post: One (01)

Job responsibilities include, but are not limited to the following:

- Develop and execute comprehensive skill development programs in alignment with organizational objectives and community needs.
- Collaborate with internal teams, external partners, and industry experts to identify skill gaps and design targeted training modules.
- Oversee the planning, scheduling, and execution of workshops, training sessions, and events focused on skill enhancement.
- Monitor program effectiveness, collect feedback, and continuously improve the quality and relevance of skill development initiatives.
- Provide mentorship and guidance to program participants, fostering an environment conducive to learning and growth.
- Establish and maintain relationships with educational institutions, industry bodies, and relevant stakeholders to plan new Skill development programs, and to expand the reach and impact of skill development programs.
- Prepare and present reports on program outcomes, participant progress, and impact assessment to management and stakeholders.
- Identifying revenue streams through skill development programs by planning and executing certificate and diploma courses.
- Preparing reports covering monthly progress of key parameters, developments, impact generated

for funding agencies and other stakeholders.

- Planning and executing outreach and promotional activities for various programs or iHub-Anubhuti to attract higher quality applicants and creating awareness.
- Conceptualizing, planning, and executing events such as workshops, training programs, training sessions, awareness sessions and conference etc. to promote cognitive computing and social sensing techniques.
- Any other work assigned from time to time.

Skill Sets, Knowledge, and Experience:

- Educational qualifications: Graduate and MBA (desirable) with excellent written and oral communication skills.
- Experience: Preferably 5-years' experience with at least 3-years managerial experience in designing, managing, or implementing skill development or training programs.
- Desirable:
 - Excellent communication and interpersonal skills.
 - Marketing skills in advertisement, publicity through direct and online modes; Event management capabilities, networking capabilities with diverse stakeholders.
 - Ability to collaborate effectively with diverse teams and stakeholders.
 - Strong team building and people-management skills, with ability to set priorities and manage operations.
 - Experience in interaction with Government agencies and Education industry.
 - Strong computer skills, preferable with experience in Microsoft Word, Excel, Power Point, Project, Outlook etc.

Compensation, Tenure, and other details:

The consolidated salary will be in the range of 8.4 lakhs – 10.8 lakhs annually depending on experience. Initial period of appointment will be 6 months from date of joining, extendable based on performance. The employment to the above post will be purely temporary and ad-hoc.

General Instructions:

1. iHub-Anubhuti reserves the right to restrict the number of candidates for the further recruitment process to a reasonable limit, based on qualification and experience, etc.
2. iHub-Anubhuti also reserves the right of rejecting any or all the applications without assigning any reasons thereof.
3. Eligibility of a candidate to the post will not automatically mean that he/she will be allowed to be shortlisted and called for further recruitment process. No request in this regard will be entertained for review etc.
4. The selected candidate will be expected to join within a month from the date of Offer of Appointment.

How to Apply:

Interested candidate may apply on [application form](#). This is a rolling advertisement until the specific the position is filled. Only shortlisted candidates shall be called for the further recruitment process. Decision of the management for the shortlisting and selection will be final.