



**KERALA DEVELOPMENT AND INNOVATION STRATEGIC COUNCIL  
(K-DISC)**  
Planning & Economic Affairs (Innovation & Development) Department  
**Government of Kerala**



**Centre for Management Development**  
(an autonomus institution under Government of Kerala)

No.CMD/KDISC/002/2024

June 10, 2024

**NOTIFICATION**

The Kerala Development and Innovation Strategy Council, (K-DISC) is a strategic think-tank and advisory body constituted by the Government of Kerala. K-DISC aims at bringing out path-breaking strategic plans that reflect new directions in technology, product and process innovations, social shaping of technology and creating a healthy and conducive ecosystem for fostering innovations in the State. K-DISC invites applications from qualified and competent candidates to the Post of **Assistant General Manager (Skills), Senior Programme Manager and Programme Executive positions in skills, Employment and Entrepreneurship division** at K-DISC. The desirous eligible candidates may apply through email the detailed Curriculum vitae including all the relevant details to (kdiscrecruitment2024@gmail.com). The applications will be received from 11.06.2024 onwards. The last date of receiving the application is 24.06.2024 (5:00 pm). The details are given below:

Post	<i>Assistant General Manager (Skills)</i>
Number of Vacancies	<i>01</i>
Qualification	<i>First class Full Time B.Tech/MBA/MSW from a recognized University</i>
Salary Range	<i>Rs. 1,25,000/- to Rs.1,50,000/- shall be fixed based on relevant experience of the Candidate)</i>
Location	<i>KDISC, Thiruvananthapuram</i>
Upper Age Limit	<i>50 years (as on 01.06.2024)</i>
Job Role	<i>The Assistant General Manager (Skills Development) is responsible for the strategic implementation and management of employment-linked skill development programmes. This role involves overseeing programme delivery, managing partnerships, and monitoring programme outcomes. He/she shall be responsible for working with Industries, source opportunities, design customised training programmes and deploy candidates in the Industries after saucerful training delivery. He/she shall be responsible for working with Higher Education Institutions and Universities to design market relevant Skill Development programmes. The ideal candidates will have a strong background in skills training, project management, and stakeholder engagement, with leadership experience in driving large-scale initiatives.</i>

Responsibilities	<ol style="list-style-type: none"> <li>1. Develop and Implement strategies for employment linked skills development programmes.</li> <li>2. Build and maintain relationships with key stakeholders including employers, training providers, Higher Education Institutions and Universities.</li> <li>3. Work with employers to identify skills gaps and tailor programme to meet market demands.</li> <li>4. Represent the organisation at stakeholder meetings, Industry forums and conferences.</li> <li>5. Lead and mentor a team of Programme Managers and Programme executives to achieve programme objectives.</li> <li>6. Design and Implement a Recruit-Train and Deploy mode of Skill Development Programmes.</li> <li>7. Ensure Programmes are delivered effectively, on time, within scope and budget.</li> <li>8. Build and main a curated set of candidates through industry relevant skills development programmes and connect them with right opportunities.</li> <li>9. Identify and secure additional funding or resources for the implementation of the projects.</li> <li>10. Monitor project timelines, budgets, and deliverables to ensure successful completion.</li> </ol>
Skills and Experience	<ol style="list-style-type: none"> <li>1. Minimum 12 years post qualification experience in skills development or Industry with at least five years in a leadership role.</li> <li>2. Proven experience in managing large - scale training programme working with diverse stakeholders.</li> <li>3. Familiarity with employment-linked initiatives and labour market trends.</li> <li>4. Excellent leadership, interpersonal, and communication skills.</li> <li>5. Strong strategic planning and organisational skills.</li> <li>6. Experience with curriculum development and instructional design.</li> <li>7. Proficiency in Microsoft Office Suite and project Management tools.</li> <li>8. Strong attention to detail and ability to handle multiple tasks simultaneously.</li> <li>9. Experience in securing funding and other resources supports.</li> </ol>

Post	Senior Programme Manager
Number of Vacancies	05
Qualification	First class Full Time B.Tech/MBA/MSW from a recognized University
Salary Range	Rs.90,000/- to Rs 1,00,000/- (shall be fixed based on relevant experience of the Candidate)
Location	KDISC, Thiruvananthapuram
Upper Age Limit	42 years (as on 01.06.2024)
Job Role	Senior Programme Manager is responsible for designing strategic plans pertaining to employment linked Skill Development Programmes and implement the same within the stipulated time. He/she shall be capable to lead the team of young professionals. He/she shall be responsible to work with Higher Education Institutions, Universities and Industries. He/she shall be responsible for skill based innovation programme implementation.

Responsibilities	<ol style="list-style-type: none"> <li>1. <i>Design and Develop Recruit, Train and Deploy mode of Skill Training.</i></li> <li>2. <i>Overseeing the design, development and implementation of employment linked skill Development programmes.</i></li> <li>3. <i>Foster partnerships with industries to understand their skills requirements and design and develop skill programmes accordingly.</i></li> <li>4. <i>Design and implement comprehensive employment linked skill development programmes catering to the needs of diverse industries.</i></li> <li>5. <i>Collaborate with higher education institutions to create skill development initiatives that facilitates recruitments.</i></li> <li>6. <i>Ensure the quality and effectiveness of skill development programmes through continuous education and improvement.</i></li> </ol>
Skills and Experience	<ol style="list-style-type: none"> <li>1. <i>Minimum 8 years of experience in workforce training or Talent Management.</i></li> <li>2. <i>Proven track record of successfully leading and implementing Industry linked skill development programmes.</i></li> <li>3. <i>Strong interpersonal and communication skills to engage effectively with industries and higher education institutions.</i></li> <li>4. <i>Ability to think strategically and develop innovative solutions to address skill gaps.</i></li> <li>5. <i>Excellent project management and team leadership skills.</i></li> <li>6. <i>Familiarity with emerging technologies and their impact on workforce skills.</i></li> <li>7. <i>Strong understanding about the skills and employment landscape in the State.</i></li> </ol>

Post	<i>Programme Executive</i>
Number of Vacancies	<i>02</i>
Qualification	<i>First class Full Time B.Tech/MBA from a recognized University</i>
Salary Range	<i>Rs.30,000/- to Rs 40,000/- (shall be fixed based on relevant experience of the Candidate)</i>
Location	<i>KDISC, Thiruvananthapuram</i>
Upper Age Limit	<i>40 years (as on 01.06.2024)</i>
Job Role	<i>Programme Executive is responsible for providing comprehensive technical and administrative support to Executive Director. The role involves managing various projects, conducting research, preparing reports, writing proposals and coordinating with internal and external stakeholders to successfully implement the projects in skills development, Green Energy, employment and entrepreneurship</i>
Responsibilities	<ol style="list-style-type: none"> <li>1. <i>Assist in the design, implementation, and monitoring of programmes related to skills development, employment, and entrepreneurship.</i></li> </ol>

	<ol style="list-style-type: none"> <li>2. <i>Conduct research and analysis to inform strategic decision-making and programme development.</i></li> <li>3. <i>Prepare detailed reports, presentation, and briefing materials for the Executive Director.</i></li> <li>4. <i>Assist in the preparation of meeting agendas, minutes, and follow-up actions.</i></li> <li>5. <i>Monitor project timelines, budgets, and deliverables to ensure successful completion.</i></li> <li>6. <i>Liaise with internal teams and external partners to ensure alignment and collaboration.</i></li> <li>7. <i>Build and maintain relationships with key stakeholders, including government agencies, Industries and Community groups.</i></li> </ol>
Skills and Experience	<ol style="list-style-type: none"> <li>1. <i>Minimum 03 years post qualification experience in relevant field.</i></li> <li>2. <i>Experience in project Management, research and stakeholder engagement.</i></li> <li>3. <i>Strong organisational and multitasking abilities.</i></li> <li>4. <i>Excellent written and verbal communication skills.</i></li> <li>5. <i>Proficiency in Microsoft office suite.</i></li> <li>6. <i>Strong attention to detail.</i></li> <li>7. <i>Ability to work under pressure and meet deadlines.</i></li> </ol>

**Note:**

- Admittance to various stages of the recruitment will be provisional only, and will not confer any claim unless various other conditions of selection processes are satisfied. Detailed scrutiny of the credentials will be done before interview/appointment. Any discrepancy found during the detailed scrutiny or at any stage of the recruitment process will result in the rejection of the candidature.
- Applicants should include their photograph in the CV. While sending the email candidates are requested to put the subject matter as – **Application for the post Assistant General Manager (Skills)/ Senior Programme Manager/ Programme Executive – K-DISC**
- CMD/K-DISC reserves the right to shortlist only a limited number of candidates for test/group discussion/interview, as the case may be for the post, based on marks secured in their qualifying examination and/or experience. Candidate should clearly mention the marks scored in their qualifying examination in the application. The conversion of grade/CGPA to percentage would be based on the procedure certified by the University from where they have obtained the degree. The onus of proving the conversion from grade/CGPA to percentage of marks would rest with the candidate.
- Canvassing in any form will lead to disqualification. In the event of any information provided by the candidate being found false or incorrect at any stage, their candidature/appointment is liable to be cancelled/terminated without any notice. K-DISC reserves the right to fill or not fill the post advertised.

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