

Job Description:

Assistant Manager - Regional Skill Chapter (Stakeholder Engagement)

1) Location:

- The position is based in Jaipur, with the responsibility of overseeing the development and management of Regional Skill Chapters in identified districts across Rajasthan like Udaipur, Jodhpur, Bikaner, etc.

2) Salary Pay-out & Growth Trajectory:

- Competitive salary package commensurate with industry standards and candidate experience.
- We recommend attending 'Pre-Placement Talk (PPT)' session to understand Career Progression Path properly.

3) Brief about the Organization:

- Furniture and Fittings Skill Council (FFSC) is an industry-led organization committed to the sustainable development of the furniture and interior industry in India.
- With the support of 750+ companies, associations, academia, and Skill Ambassadors, FFSC focuses on creating a robust ecosystem through skill development initiatives and collaborative efforts.
- For more information: visit our website www.ffsc.in and social media platforms.

4) Application & Selection Procedure:

- Interested candidates should submit their resume and other information to the Careers page at <https://ffsc.in/careers>.
- Selection process may include Pre-Placement Talk, Interview, SOPs, Test, Group Discussion, etc. as deemed necessary. Management holds the final discretion in the matter.

5) About Job Role:

- *Objective:*
 - The Assistant Manager, Regional Skill Chapter, will be responsible for driving engagement activities with industry, academia, and learners to achieve FFSC's overall objectives, particularly in the development and management of Regional Skill Chapters.
 - This is a dynamic role that requires adaptability and a proactive approach to contribute to the growth and success of FFSC's Stakeholder Engagement division.
- *Key Responsibilities (KRA):*
 - Establish and nurture partnerships with industry associations, individual players, academic partners, NGOs, social help groups, local administration, and skill development missions.
 - Oversee the development and operation of Regional Skill Chapters in identified districts, ensuring a hyperlocal system that caters to the skilling needs of the region.

- Provide the HR Services: Occupation Mapping, Conducting Placement drives, Skill Orientation, Recruitment etc.
- *Internal & External Interfaces:*
 - Internal: Collaborate with FFSC leadership, Skill Academies, and other divisions.
 - External: Engage with industry associations, academic institutions, NGOs, local administration, and other stakeholders.
- *Key Performance Indicators (KPI):*
 - Successful establishment and functioning of Regional Skill Chapters.
 - Increased engagement with industry partners, academia, and learners.
 - Effective implementation of stakeholder engagement programs.

6) Minimum Qualification Requirements:

- Bachelor's/Master's degree in Business Administration, HR etc.
- Proven experience in stakeholder engagement, business development, or related roles.
- Work Experience:
 - 2+ years : From Interiors & Furniture industry, or skill development sector
 - 4+ years: From other sectors/industry

7) Competencies:

- *Technical Competencies:*
 - Stakeholder Engagement
 - Project Management
 - Partnership Development
 - Knowledge of Skill Development Ecosystem
 - MS Office Skills
 - Task Management Software (preferred)
- *Generic Competencies:*
 - Excellent Communication and Interpersonal Skills
 - Team Collaboration
 - Problem-Solving Ability
 - Strategic Thinking
 - Result Orientation