

Job Description

Job Title : Executive / Assistant Manager – Training**Job Location** : Patiala**Position Reports To** : Head – Centre of Training Department

Main Purpose

The incumbent will work closely with Head CTD on matters that include Design Trainings, Implementation of Student Development Program, Feedback Analysis, Documentation of Training Data, Logistics and Hospitality, liaising with various departments and coordinating with external agencies.

Qualification	MBA - HR
Experience	Minimum post qualification relevant experience of 1 -3 years
Competency	Excellent inter-personal skills, Excellent communication skills - both written and verbal, Planning & organizing skills, Ability to do multiple-tasking, Team working skills, Problem solving skills, Analytical Thinking, Process Oriented thinking

Relationships

- **Internal Relationships:** Team members, Deputy Director, Deans, Heads,
- **External Relationships:** Training Organizations, Consulting Firms, Freelancers, Colleges/Universities, Prospective Students

Dimensions of the Job

- Training & Development
- Test Administration

Specific Accountability & Job Responsibility

- The incumbent will work in close collaboration with the Head-CTD to address training needs and facilitate design of training courses and programs necessary to meet training requirements for teaching and non-teaching staff
- Responsible for implementing feedback collection mechanism for all staff training programs. Ensure that the data is properly recorded and interpreted to reflect the learning outcomes and effectiveness of training on faculty knowledge/practice.
- Ensure that training data is properly recorded & interpreted to reflect the learning outcomes & effectiveness of staff training programmes.
- Responsible for organizing training venues, logistics, transport, accommodation as required. And also arrange the all necessary equipment and materials related to conducting staff training programmes.
- Liaison with various departments to streamline the data which will help in designing the training programs as per the requirement.
- Responsible for administering VUE-Pearson tests at CTD.
- Liaison with VUE-Pearson team for providing a smooth test environment at CTD

Knowledge, Skills & Experience

- Excellent written & verbal communication skills in English language. Should be good at drafting all types of office correspondence.
 - Very good working knowledge of Excel and databases.
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- Very good analytical skills and should have an attraction to numbers and analyzing them in depth.
- People friendly person and should be able to address employee issues with a view to provide solutions.
- Very high level of professional integrity. Should have the courage to say “no” when it is required.
- Maintain the highest levels of confidentiality – should have an intrinsic understating of what can be shared and what not. Should not give in and buckle under pressure.
- Handle work pressure and meet committed deadlines.
- Sound knowledge of Human resource practice.

Compensation

Compensation will not be a constraining factor and will be the best in the sector.

Interested candidates can send their CVs by email (amandeep.dhot@thapar.edu) positively by **25th Jun 19**.
