**VACANCY**

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| **COMPANY NAME** | : | Construction Skill Development Council of India (CSDCI) |
| **DESIGNATION** | : | Assistant Manager |
| **REPORTING TO** | : | Manager – Business Development |

**EXPECTED QUALIFICATION, EXPERIENCE & SKILLS:**

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| **Mandatory requirements** | 1. Masters/Post Graduate in Construction (or related fields) Management from a recognised University/college
2. BTech in Civil Engineering
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| **Preferable requirements** | 1. Candidate having construction site work experience
2. Knowledge of working with spreadsheets
3. Knowledge of Govt. Skill Development Schemes, CSR Act & their implementation will be an added advantage
4. Good writing and communication skills
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**KEY FUNCTIONS AND JOB RESPONSIBILITIES:**

The candidate will be working with the business development team & will be assigned tasks to address various requirements not limited to but including below engagements –

1. Work in close coordination with Ministry of Skill Development & Entrepreneurship (**MSDE**), National Skill Development Corporation (**NSDC**) and industry associations like Construction Federation of India (**CFI**), Builders’ Association of India (**BAI**), National Highways Builders Federation (**NHBF**) and Confederation of Real Estate Developers Association of India (**CREDAI**), National Real Estate Development Council (**NAREDCO**) to address their requirements of Skill Development in Construction sector.
2. Develop reports & presentations by studying guidelines, SoPs, research papers etc. and conduct primary research & Skill Gap surveys.
3. Initiate & develop branding plans, ideate new business approaches & models.
4. Plan & implement exhibitions, Job Fairs, conclaves, seminars etc whenever desired.
5. Maintain progress reports/charts by analysing the implementation figures of the programs.
6. Handle the tasks & projects as assigned by the line management.

It is a position on payroll of CSDCI. Gross Remuneration would be Rs. 4.5 Lacs per annum (negotiable) depending upon credential & work experience of the suitable candidate.